



## **MINNESOTA**

### ***Commercial Vehicle Safety Plan***

### **Federal Motor Carrier Safety Administration's Motor Carrier Safety Assistance Program**

**Fiscal Years 2018 - 2020  
Annual Update FY 2020**

**Date of Approval: April 06, 2020**

**FINAL CVSP**



**U.S. Department of Transportation  
Federal Motor Carrier Safety Administration**

## Part 1 - MCSAP Overview

### Part 1 Section 1 - Introduction

The Motor Carrier Safety Assistance Program (MCSAP) is a Federal grant program that provides financial assistance to States to help reduce the number and severity of accidents and hazardous materials incidents involving commercial motor vehicles (CMV). The goal of the MCSAP is to reduce CMV-involved accidents, fatalities, and injuries through consistent, uniform, and effective CMV safety programs.

A State lead MCSAP agency, as designated by its Governor, is eligible to apply for grant funding by submitting a commercial vehicle safety plan (CVSP), in accordance with the provisions of [49 CFR 350.201](#) and [205](#). The lead agency must submit the State's CVSP to the FMCSA Division Administrator on or before August 1 of each year. For a State to receive funding, the CVSP needs to be complete and include all required documents. Currently, the State must submit a performance-based plan each year to receive MCSAP funds.

The FAST Act required the Federal Motor Carrier Safety Administration (FMCSA) to “prescribe procedures for a State to submit a multiple-year plan and annual updates thereto, under which the State agrees to assume responsibility for improving motor carrier safety by adopting and enforcing State regulations, standards, and orders that are compatible with the regulations, standards, and orders of the Federal Government on commercial motor vehicle safety and hazardous materials transportation safety.”

The online CVSP tool (eCVSP) outlines the State's CMV safety objectives, strategies, activities and performance measures and is organized into the following five parts:

- Part 1: MCSAP Overview
- Part 2: Crash Reduction and National Program Elements (FY 2018 - 2020)
- Part 3: National Emphasis Areas and State Specific Objectives (FY 2018 - 2020)
- Part 4: Financial Information (FY 2020)
- Part 5: Certifications and Documents

You will find that each of the five eCVSP parts listed above contains different subsections. Each subsection category will provide you with detailed explanation and instruction on what to do for completing the necessary tables and narratives.

The MCSAP program includes the eCVSP tool to assist States in developing and monitoring their grant applications. The eCVSP provides ease of use and promotes a uniform, consistent process for all States to complete and submit their plans. States and territories will use the eCVSP to complete the CVSP and to submit a 3-year plan or an Annual Update to a 3-year plan. As used within the eCVSP, the term ‘State’ means all the States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the Virgin Islands.

#### REMINDERS FOR FY 2020:

**Multi-Year plans**—For FY 2020, all States will be utilizing the multi-year CVSP format. This means that objectives, projected goals, and activities in the plan will cover a full three-year period. The financial information and certifications will be updated each fiscal year.

**Annual Updates for Multi-Year plans**—Those States in Year 2 or Year 3 of a multi-year plan will be providing an Annual Update only. States will be able to review the project plan submitted in the previous year and indicate whether anything needs to be updated for the upcoming fiscal year via a Yes/No question provided in each Section of Parts 1-3. **NOTE: Answer carefully as there is one opportunity to check Yes/No and then the input is locked.**

- If Yes is indicated, the information provided for previously will be editable and State users can make any necessary changes to their project plan. (Note: Trend information that supports your current activities is not editable.)
- If No is indicated, then no information in this section will be editable and the user can move forward to the next section.
- The financial information and certifications will be updated each fiscal year.

All multi-year and annual update plans have been pre-populated with data and information from their FY 2019 plans. States must carefully review and update this information to reflect FY 2020 activities prior to submission to FMCSA.

States are reminded to **not** include any personally identifiable information (PII) in the CVSP. The final CVSP approved by FMCSA is required to be posted to a public FMCSA website.

**Personally Identifiable Information** – PII is information which, on its own or matched with other data, would permit identification of that individual. Examples of PII include: name, home address, social security number, driver's license number or State-issued identification number, date and/or place of birth, mother's maiden name, financial, medical, or educational records, non-work telephone numbers, criminal or employment history, etc. PII, if disclosed to or altered by unauthorized individuals, could adversely affect the Agency's mission, personnel, or assets or expose an individual whose information is released to harm, such as identity theft.

## Part 1 Section 2 - Mission/Goal Statement

Please review the description of your State's lead CMV agency's goals or mission. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☒ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

### Instructions:

*Briefly describe the mission or goal of the lead State commercial motor vehicle safety agency responsible for administering this Commercial Vehicle Safety Plan (CVSP) throughout the State.*

**NOTE:** Please do not include information on any other FMCSA grant activities or expenses in the CVSP.

The Minnesota State Patrol is the lead agency for Minnesota's Commercial Vehicle Safety Plan.

Our goal is to reduce crashes and save lives through enforcement, education, and by conducting compliance reviews.

The Minnesota State Patrol was established in 1929. The Minnesota State Patrol's mission statement is to "protect and serve all people in the state through assistance, education, and enforcement; provide support to allied agencies; and provide for the safe, efficient movement of traffic on Minnesota's roadways."

The Commercial Vehicle Section of the State Patrol, which divides Minnesota into 7 regions, employs 45 sworn CMV enforcement Troopers and 50 civilian Commercial Vehicle Inspectors (CVIs) to complete its mission and attain the goals it has set forth within the CVSP.

The Minnesota State Patrol has a supervisory structure of 1 captain (sworn), 8 lieutenants (sworn), and 5 CVI sergeants (non-sworn). Our support staff includes 4 full-time administrative assistants.

During the performance period, it is our goal to add 2 sworn CMV enforcement Troopers and 5 CVIs to our district to address vacancies due to retirements and promotions.

The Minnesota State Patrol Commercial vehicle district operates 6 fixed scale sites. Troopers are considered "mobile" inspectors, and perform roadside enforcement action. CVIs work in conjunction with sworn troopers to perform roadside inspections.

Minnesota will continue to use the Minnesota Crash Mapping Analysis Tool (MnCMAT) to help us determine where commercial vehicle crashes continue to occur throughout the state and pinpoint specific crash locations, routes, time of day, and causational factors. This helps Minnesota in determining where enforcement efforts need to be concentrated to reduce crashes.

The Minnesota State Patrol Commercial Vehicle Section partners with the Minnesota Department of Transportation Office of Freight and Commercial Vehicle Operations (MnDOT-OFCVO), as our sub-grantee, to administer Minnesota's New Entrant program, to complete our goals of public outreach and education, CVSA inspections, and compliance reviews.

The mission of MnDOT is to be a global leader in transportation, committed to upholding public needs and collaboration with internal and external partners to create a safe, efficient and sustainable transportation system for the future. The mission of the OFCVO is to advance highway safety by working with providers of commercial transportation to improve and enhance the safety of their operations.

The Minnesota State Patrol partners with local and county agencies through a memorandum of understanding to conduct CVSA inspections. It should be noted that these agencies are required to perform a minimum number of inspections, but are not funded through the MCSAP grant as a sub-grantee.

### Part 1 Section 3 - MCSAP Structure Explanation

**Please review your State's CMV enforcement program description. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.**

- ☒ **Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.**
- ☐ **No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.**

#### Instructions:

*Briefly describe the State's commercial motor vehicle (CMV) enforcement program funded by the MCSAP grant.*

**NOTE:** Please do not include activities or expenses associated with any other FMCSA grant program.

The Minnesota State Patrol's Commercial Vehicle Section, is divided into 7 regions. Each region is supervised by at least one lieutenant (sworn). Two CVI sergeants also provide direct supervision at our St. Croix and Red River scale facilities.

Our supervisors utilize monthly computer generated activity reports from the state's SPAIS activity reporting system to monitor and provide feedback to employees on their inspection activity. The MnCMAT crash analysis tool is also used to aid in the planning of roadside enforcement saturations in their respective regions.

All employees assigned to the Commercial Motor Vehicle District are eligible to have their salaries supported by MCSAP grant funds. However, no one is 100% funded by the MCSAP grant program. Employees are given explicit instructions on the coding of their time every day. These time code reports are reviewed by supervisors to ensure that only those activities associated with the MCSAP grant program are paid for with those funds.

There are currently 10 sworn troopers who are CVSA certified inspectors not assigned to the State Patrol Commercial Vehicle District.

The Minnesota State Patrol does solicit the assistance of local law enforcement to provide an increased effort on CMV roadside enforcement. Currently there are 12 local agencies providing a total of 13 sworn CVSA certified inspectors. The Minnesota State Patrol trains all officers and inspectors in Minnesota in NAS part A and part B for the purposes of conducting CVSA inspections.

Troopers not assigned to the Commercial Vehicle District, like our local law enforcement partners, are required to conduct 32 Level I inspections and 120 total inspections every year to maintain their inspection certification. None of these troopers or officers are supported with MCSAP grant funds.

MnDOT currently has 11 CVSA certified inspectors (non-sworn) that perform CVSA inspections to maintain certification to conduct carrier reviews/investigations and new entrant audits. In October 2017, MnDOT underwent organizational changes that separated their Federal MCSAP Program and State Program sections. As a result, the number of certified inspectors under the MCSAP grant was reduced from 17 to 10.

Participating agencies	Number of Certified CVSA Inspectors (non-sworn)	Number of Certified CVSA Inspectors (sworn)
Minnesota State Patrol	50	45
Minnesota State Patrol (non-MCSAP grant funded)	0	10
MnDOT-OFCVO	11	0
Local Agencies (non-MCSAP grant funded)	0	13
<b>Total</b>	67	68

The Minnesota State Patrol currently has 74 members that are trained in Basic Haz-Mat, and 62 members that are trained in Basic and Cargo Tank Haz-Mat. MnDOT currently has 11 members certified in Basic HazMat, 7 certified in Cargo Tank Haz-Mat and 2 members trained in Level VI.

The State Patrol currently has 19 members who are certified to conduct inspections on Motorcoaches. MnDOT currently has 3 members who are certified to conduct motorcoach inspections. Minnesota does not allow random inspections on passenger carrying vehicles, outside of a probable cause stop, so enforcement is typically conducted where the vehicles are stored or at a destination.

It is important to note that the 19 personnel who have a primary focus on pupil transportation are included in Minnesota's Commercial Vehicle Safety Plan because they do participate in MCSAP eligible work. When not actively engaged in school bus inspections, these members are responsible for: Conducting POST Crash inspections, maintaining their certification inspection levels with Motorcoach and Haz-Mat (all have at least received Basic Haz-Mat), and assisting the local regions in random CMV enforcement saturations. They are supported financially with the MCSAP program only when they are engaged in these aforementioned activities.

**Part 1 Section 4 - MCSAP Structure**

Please review your State's MCSAP structure information. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

**Instructions:**

Complete the following tables for the MCSAP lead agency, each subrecipient and non-funded agency conducting eligible CMV safety activities.

The tables below show the total number of personnel participating in MCSAP activities, including full time and part time personnel. This is the total number of non-duplicated individuals involved in all MCSAP activities within the CVSP. (The agency and subrecipient names entered in these tables will be used in the National Program Elements —Roadside Inspections area.)

The national program elements sub-categories represent the number of personnel involved in that specific area of enforcement. FMCSA recognizes that some staff may be involved in more than one area of activity.

Lead Agency Information	
Agency Name:	MINNESOTA STATE PATROL
Enter total number of personnel participating in MCSAP activities	95
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	95
Traffic Enforcement Activities	45
Investigations*	0
Public Education and Awareness	12
Data Collection and Reporting	3
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Subrecipient Information	
Agency Name:	MINNESOTA DEPARTMENT OF TRANSPORTATION
Enter total number of personnel participating in MCSAP activities	19
<b>National Program Elements</b>	<b>Enter # personnel below</b>
Driver and Vehicle Inspections	11
Traffic Enforcement Activities	0
Investigations*	11
Public Education and Awareness	5
Data Collection and Reporting	2
* Formerly Compliance Reviews and Includes New Entrant Safety Audits	

Non-funded Agency Information	
Total number of agencies:	13
Total # of MCSAP Participating Personnel:	12

## Part 2 - Crash Reduction and National Program Elements

### Part 2 Section 1 - Overview

*Part 2 allows the State to provide past performance trend analysis and specific goals for FY 2018 - 2020 in the areas of crash reduction, roadside inspections, traffic enforcement, audits and investigations, safety technology and data quality, and public education and outreach.*

**Note:** For CVSP planning purposes, the State can access detailed counts of its core MCSAP performance measures. Such measures include roadside inspections, traffic enforcement activity, investigation/review activity, and data quality by quarter for the current and past two fiscal years using the Activity Dashboard and/or the CVSP Toolkit on the A&I Online website. The Activity Dashboard is also a resource designed to assist the State with preparing their MCSAP-related quarterly reports and is located at: <http://ai.fmcsa.dot.gov>. A user id and password are required to access this system.

*In addition, States can utilize other data sources available on the A&I Online website as well as internal State data sources. It is important to reference the data source used in developing problem statements, baselines and performance goals/ objectives.*



## Part 2 Section 2 - CMV Crash Reduction

Please review the description of your State's crash reduction problem statement, goals, program activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☒ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

The primary mission of the Federal Motor Carrier Safety Administration (FMCSA) is to reduce crashes, injuries and fatalities involving large trucks and buses. MCSAP partners also share the goal of reducing commercial motor vehicle (CMV) related crashes.

### Trend Analysis for 2012 - 2016

#### Instructions for all tables in this section:

Complete the tables below to document the State's past performance trend analysis over the past five measurement periods. All columns in the table must be completed.

- Insert the beginning and ending dates of the five most recent State measurement periods used in the Measurement Period column. The measurement period can be calendar year, Federal fiscal year, State fiscal year, or any consistent 12-month period for available data.
- In the Fatalities column, enter the total number of fatalities resulting from crashes involving CMVs in the State during each measurement period.
- The Goal and Outcome columns allow the State to show its CVSP goal and the actual outcome for each measurement period. The goal and outcome must be expressed in the same format and measurement type (e.g., number, percentage, etc.).
  - In the Goal column, enter the goal from the corresponding CVSP for the measurement period.
  - In the Outcome column, enter the actual outcome for the measurement period based upon the goal that was set.
- Include the data source and capture date in the narrative box provided below the tables.
- If challenges were experienced while working toward the goals, provide a brief narrative including details of how the State adjusted the program and if the modifications were successful.

### ALL CMV CRASHES

Select the State's method of measuring the crash reduction goal as expressed in the corresponding CVSP by using the drop-down box options: (e.g. large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, or other). Other can include injury only or property damage crashes.

**Goal measurement as defined by your State:** Actual # Fatal Crashes

If you select 'Other' as the goal measurement, explain the measurement used in the text box provided:

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	57	59	92
01/01/2015	12/31/2015	62	58	102
01/01/2014	12/31/2014	61	79	73
01/01/2013	12/31/2013	83	58	136
01/01/2012	12/31/2012	61	52	110

## MOTORCOACH/PASSENGER CARRIER CRASHES

Select the State's method of measuring the crash reduction goal as expressed in the corresponding CVSP by using the drop-down box options: (e.g. large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, other, or N/A).

**Goal measurement as defined by your State:** Actual # Fatal Crashes

**If you select 'Other' or 'N/A' as the goal measurement, explain the measurement used in the text box provided:**

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	3	0	3
01/01/2015	12/31/2015	3	0	3
01/01/2014	12/31/2014	1	0	1
01/01/2013	12/31/2013	9	0	9
01/01/2012	12/31/2012	5	0	5

## Hazardous Materials (HM) CRASH INVOLVING HM RELEASE/SPILL

Hazardous material is anything that is listed in the hazardous materials table or that meets the definition of any of the hazard classes as specified by Federal law. The Secretary of Transportation has determined that hazardous materials are those materials capable of posing an unreasonable risk to health, safety, and property when transported in commerce. The term hazardous material includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, and all other materials listed in the hazardous materials table.

For the purposes of the table below, HM crashes involve a release/spill of HM that is part of the manifested load. (This does not include fuel spilled from ruptured CMV fuel tanks as a result of the crash).

Select the State's method of measuring the crash reduction goal as expressed in the corresponding CVSP by using the drop-down box options: (e.g., large truck fatal crashes per 100M VMT, actual number of fatal crashes, actual number of fatalities, other, or N/A).

**Goal measurement as defined by your State:** Actual # Fatal Crashes

If you select 'Other' or 'N/A' as the goal measurement, explain the measurement used in the text box provided:

Measurement Period (Include 5 Periods)		Fatalities	Goal	Outcome
Begin Date	End Date			
01/01/2016	12/31/2016	2	0	2
01/01/2015	12/31/2015	3	0	3
01/01/2014	12/31/2014	1	0	1
01/01/2013	12/31/2013	5	0	5
01/01/2012	12/31/2012	4	0	4

**Enter the data sources and capture dates of the data listed in each of the tables above.**

Data was capture from Safety Net on 7/24/17. applied a 5 percent reduction formula. The # calculated for the "Goal" column shows an actual # of fatal crashes based on 95% of the prior period's actual number. The values for the "Outcome" column are shown as a percentage comparing the current periods actual fatal crash # to the previous year's #. For the years that show less than 95(%) in the Outcome column, Minnesota met its goals. For the years that show a percentage greater than 100, Minnesota saw an increase in fatalities from the prior year.

**Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.**

In 2016, there were 4,307 CMV-involved traffic crashes reported in Minnesota. This represents a 2% increase from the previous year. There were 47 fatal CMV crashes, killing a total of 56 people. In addition, there were 1,119 people injured in CMV-related crashes.

Contributing factors in CMV crashes, listed by officers, are very similar for CMV and non-CMV drivers. For example, driver inattention or distraction was most frequently cited for CMV drivers as well as for non-CMV drivers.

Truck crashes are strongly tied to the workday. Historically, only about 9% of truck crashes occurred on either a Saturday or Sunday.

With the Minnesota State Patrol's primary mission of saving lives on our roadways, the Commercial Vehicle Section also carries that as our highest focus.

The Minnesota State Patrol utilizes many different facets to aid in accomplishing our mission. Our primary focus is changing driver behavior, roadside inspections, public outreach and education.

Our partner MnDOT contributes through the New Entrant program, and with education and compliance reviews with motor carriers.

**Narrative Overview for FY 2018 - 2020****Instructions:**

*The State must include a reasonable crash reduction goal for their State that supports FMCSA's mission to reduce the national number of crashes, injuries and fatalities involving commercial motor vehicles. The State has flexibility in setting its goal and it can be based on raw numbers (e.g., total number of fatalities or CMV crashes), based on a rate (e.g., fatalities per 100 million VMT), etc.*

**Problem Statement Narrative: Describe the identified problem, include baseline data and identify the measurement method.**

Minnesota recognizes the importance of saving every life possible through our enforcement actions and public education. In calendar years 2012 to 2016, Minnesota has seen fluctuations in the number of CMV involved crashes.

Calendar Year	# CMV Related Crashes	% Compared to Previous Year
2016	4,307	102%
2015	4,226	84%
2014	5,023	106%
2013	4,741	125%
2012	3,789	94%

As part of our CMV crash reduction goal, the Minnesota State Patrol will focus on specific roadside enforcement in 14 counties during the performance period. These counties are identified through our MnCMAT state database system, and the personnel and resources available to the Minnesota State Patrol. The focus on these 14 counties will support our overall goal to reduce CMV related fatalities.

The 4 counties in our metropolitan area are: Anoka, Dakota, Hennepin, and Ramsey. The 10 rural counties are: Blue Earth, Clay, Nobles, Olmsted, Polk, Rice, St. Louis, Stearns, Steele, and Wright.

In recent years, the top 5 contributing factor's for CMV related crashes were:

-Driver Inattention/Distraction

-Improper / Unsafe Lane Use

-Failure to Yield Right of Way

-Following Too Closely

-Illegal / Unsafe Speed

In recent years, these top 5 contributing factors were identified in 56% of crashes where the CMV driver was placed at fault, and 62% of the time when a non-CMV driver was placed at fault. This reinforces our need to change driver behavior through enforcement, public outreach, and education for both CMV and non-CMV drivers.

**Enter the data source and capture date:**

Minnesota is using the Minnesota Department of Public Safety, Office of Traffic Safety's division for its crash facts data. Every year, OTS publishes the crash facts it has compiled from all of Minnesota's reported crashes. Capture date: 07-12-17.

**Projected Goal for FY 2018 - 2020:**

In the table below, state the crash reduction goal for each of the three fiscal years. The method of measurement should be consistent from year to year. For example, if the overall crash reduction goal for the three year period is 12 percent, then each annual goal could be 4 percent.

Fiscal Year	Annual Crash Reduction Goals
2018	4092
2019	3887
2020	3693

Our performance objective during the FFY2018 grant performance period will be to reduce the total number of reportable CMV crashes (fatal, injury, and property damage) by 5%. As stated above, there were 4,307 CMV involved crashes in Minnesota in 2016. Based on the 5% reduction formula, it is our goal to only see 4,092 or fewer CMV-involved crashes in 2017. Information will not be available for 2017 until June of 2018.

**Program Activities for FY 2018 - 2020: States must indicate the activities, and the amount of effort (staff hours, inspections, traffic enforcement stops, etc.) that will be resourced directly for the program activities purpose.**

As part of our commercial motor vehicle crash reduction goal, Minnesota focuses specific roadside enforcement in 14 counties based on crash statistical data. These counties are identified through our MnCMAT state database system. The 4 counties in our metropolitan area are: Anoka, Dakota, Hennepin, and Ramsey. The 10 rural counties are: Olmsted, Rice, Steele, Blue Earth, Nobles, Stearns, Wright, St. Louis, Clay, and Polk.

Below are Minnesota's inspection goals for the identified counties:

Anoka: 1,500  
 Dakota: 1,000  
 Hennepin: 2,000  
 Ramsey: 1,000  
 Blue Earth: 150  
 Clay: 4,000  
 Nobles: 2,000  
 Olmsted: 800  
 Polk: 1,200  
 Rice: 150  
 Stearns: 600  
 Steele: 300  
 St. Louis: 1,500  
 Wright: 250

The Minnesota State Patrol will monitor and reevaluate the effectiveness of its CMV crash reduction goal through quarterly monitoring and data analysis.

***Performance Measurements and Monitoring: The State will monitor the effectiveness of its CMV Crash Reduction Goal quarterly and annually by evaluating the performance measures and reporting results in the required Standard Form - Performance Progress Reports (SF-PPRs).***

***Describe how the State will conduct ongoing monitoring of progress in addition to quarterly reporting.***

Minnesota will utilize the tools we have available to monitor the performance of our personnel during the performance period. MnCMAT state crash database is a valuable tool that supervisory staff will continue to monitor and pinpoint areas that would benefit in an increased enforcement effort through saturations.

Supervisors evaluate data monthly from SafetyNet regarding inspection totals, violation totals, out of service rates for all of our inspectors. Each employee is required to submit biweekly reports that dictate how their time was spent, and the activity in terms of performance that they were able to achieve during that time. These reports are submitted to each applicable supervisor and are reviewed for completeness, accuracy, and on a productivity level.

Quarterly and annually, Minnesota will report on the following data elements:

1. Number of inspections
  - a. Based on level
  - b. Haz-Mat
  - c. Motorcoach and other passenger carrying CMVs
  - d. Based on location (4 metro and 10 rural counties)
2. Traffic enforcement on CMVs and non-CMVs
3. Compliance Reviews on motor carriers
4. Public Outreach and Education

Minnesota will continue to monitor and evaluate the effectiveness of our enforcement efforts during the performance period, and will modify enforcement activities to achieve our crash reduction goals.

**Part 2 Section 3 - Roadside Inspections**

Please review the description of your State's overall inspection program and identify if changes are needed for the upcoming fiscal year. You must also update the projected roadside inspection goals for the upcoming fiscal year. You must select "yes" to make changes.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

In this section, provide a trend analysis, an overview of the State's roadside inspection program, and projected goals for FY 2018 - 2020.

**Note:** In completing this section, do NOT include border enforcement inspections. Border Enforcement activities will be captured in a separate section if applicable.

**Trend Analysis for 2012 - 2016**

Inspection Types	2012	2013	2014	2015	2016
Level 1: Full	8609	7444	7163	6339	5622
Level 2: Walk-Around	16129	13026	11768	13982	13524
Level 3: Driver-Only	10326	9528	8013	8440	10466
Level 4: Special Inspections	0	0	267	521	477
Level 5: Vehicle-Only	991	826	1245	1039	854
Level 6: Radioactive Materials	0	0	0	0	0
<b>Total</b>	<b>36055</b>	<b>30824</b>	<b>28456</b>	<b>30321</b>	<b>30943</b>

**Narrative Overview for FY 2018 - 2020****Overview:**

Describe components of the State's general Roadside and Fixed-Facility Inspection Program. Include the day-to-day routine for inspections and explain resource allocation decisions (i.e., number of FTE, where inspectors are working and why).

**Enter a narrative of the State's overall inspection program, including a description of how the State will monitor its program to ensure effectiveness and consistency.**

The Commercial Vehicle Section of the State Patrol, which divides Minnesota into 7 regions, employs 45 sworn CMV enforcement Troopers and 50 civilian Commercial Vehicle Inspectors (CVIs) to complete its mission and attain the goals it has set forth within the CVSP. It is Minnesota's mission to maintain a certain level of staffing at our scale facilities. The Minnesota State Patrol Commercial vehicle district operates 6 fixed scale sites. Troopers are considered "mobile" inspectors, and perform roadside enforcement action. CVIs work in conjunction with sworn troopers to perform roadside inspections. Supervisors will continue to utilize the MnCMAT tool to analyze crash data when planning saturations and directing Troopers under their supervision on where to focus their enforcement efforts. Minnesota participates in CVSA sponsored emphases in partnership with FMCSA Operation Safe Driver, Road Check, ABS, Air-Brake, and the IFTA Blitz.

**Projected Goals for FY 2018 - 2020****Instructions for Projected Goals:**

Complete the following tables in this section indicating the number of inspections that the State anticipates conducting during Fiscal Years 2018 - 2020. For FY 2020, there are separate tabs for the Lead Agency, Subrecipient Agencies, and Non-Funded Agencies—enter inspection goals by agency type. Enter the requested information on the first three tabs (as applicable). The Summary table totals are calculated by the eCVSP system.

To modify the names of the Lead or Subrecipient agencies, or the number of Subrecipient or Non-Funded Agencies,

visit [Part 1, MCSAP Structure](#).

**Note:** Per the [MCSAP Comprehensive Policy](#), States are strongly encouraged to conduct at least 25 percent Level 1 inspections and 33 percent Level 3 inspections of the total inspections conducted. If the State opts to do less than these minimums, provide an explanation in space provided on the Summary tab.

### MCSAP Lead Agency

**Lead Agency is:** MINNESOTA STATE PATROL

**Enter the total number of certified personnel in the Lead agency:** 95

Projected Goals for FY 2020 - Roadside Inspections					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	4000	500	750	5250	16.91%
Level 2: Walk-Around	12000	1500	200	13700	44.13%
Level 3: Driver-Only	10500	40	850	11390	36.69%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	4	0	700	704	2.27%
Level 6: Radioactive Materials	0	0	0	0	0.00%
<b>Sub-Total Lead Agency</b>	<b>26504</b>	<b>2040</b>	<b>2500</b>	<b>31044</b>	

### MCSAP subrecipient agency

**Complete the following information for each MCSAP subrecipient agency. A separate table must be created for each subrecipient.**

MINNESOTA DEPARTMENT OF

**Subrecipient is:** TRANSPORTATION

**Enter the total number of certified personnel in this funded agency:** 11

Projected Goals for FY 2020 - Subrecipients					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	352	20	0	372	85.71%
Level 2: Walk-Around		20		20	4.61%
Level 3: Driver-Only				0	0.00%
Level 4: Special Inspections				0	0.00%
Level 5: Vehicle-Only		16	24	40	9.22%
Level 6: Radioactive Materials		2		2	0.46%
<b>Sub-Total Funded Agencies</b>	<b>352</b>	<b>58</b>	<b>24</b>	<b>434</b>	



**Non-Funded Agencies**

Total number of agencies:	13
Enter the total number of non-funded certified officers:	13
Enter the total number of inspections projected for FY 2020:	1560

**Summary**

## Projected Goals for FY 2020 - Roadside Inspections Summary

Projected Goals for FY 2020 Summary for All Agencies					
<b>MCSAP Lead Agency: MINNESOTA STATE PATROL</b>					
<b># certified personnel: 95</b>					
<b>Subrecipient Agencies: MINNESOTA DEPARTMENT OF TRANSPORTATION</b>					
<b># certified personnel: 11</b>					
<b>Number of Non-Funded Agencies: 13</b>					
<b># certified personnel: 13</b>					
<b># projected inspections: 1560</b>					
Inspection Level	Non-Hazmat	Hazmat	Passenger	Total	Percentage by Level
Level 1: Full	4352	520	750	5622	17.86%
Level 2: Walk-Around	12000	1520	200	13720	43.59%
Level 3: Driver-Only	10500	40	850	11390	36.18%
Level 4: Special Inspections	0	0	0	0	0.00%
Level 5: Vehicle-Only	4	16	724	744	2.36%
Level 6: Radioactive Materials	0	2	0	2	0.01%
<b>Total ALL Agencies</b>	<b>26856</b>	<b>2098</b>	<b>2524</b>	<b>31478</b>	

**Note:** If the minimum numbers for Level 1 and Level 3 inspections are less than described in the [MCSAP Comprehensive Policy](#), briefly explain why the minimum(s) will not be met.

Minnesota is unable to meet the 25% level I inspection minimums. We experience at least 4-5 months of harsh winter, with no indoor locations to conduct Level I inspections. We try to compensate for that during the warmer months. Of the 119 certified inspectors in Minnesota, 58 of them are only expected to do a minimum of 32 Level 1 inspections due to their assignment as a supervisor, school bus inspector, or other duties as assigned. The 61 remaining inspectors would be expected to perform at least 100 level 1 inspections per year, during the warmer months, to meet the 25% threshold. Since, ultimately, Minnesota is responsible for determining the level of NAS inspection to be conducted, the level of inspection performed may vary based on the safety problem being addressed, the type of inspection facilities, location, and other factors within Minnesota. When the projected goals for levels of inspections were written in 2017, as part of FMCSA's new three year plan approach, the new FMCSA priority of 25% level 1 inspections was not officially adopted into the CVSP, as it was/is "encouraged" but states may opt to utilize a different mix of activities. Minnesota recognizes FMCSA's desire to maintain the effectiveness and reciprocity of the national program and encouragement of the application of CVSA decals to allow other states to identify previously inspected CMVs. Training and supervisory directives have already begun the last few years to refocus Minnesota's enforcement efforts. We recognize that by redirecting the amount of Level 2 inspections performed in Minnesota, we should be able to meet both the level 1 and level 3 priorities of FMCSA. Minnesota anticipates these adjusted goals which will be represented in the next three year plan with the 2021 Minnesota CVSP. In fact, in the latest performance report, during the last year Minnesota has raised our Level 1 enforcement effort to 22%.

Projected Goals for FY 2019 Roadside Inspections	Lead Agency	Subrecipients	Non-Funded	Total
Enter total number of projected inspections	31044	701	1560	33305
Enter total number of certified personnel	95	17	13	125
Projected Goals for FY 2020 Roadside Inspections				
Enter total number of projected inspections	31044	701	1560	33305
Enter total number of certified personnel	95	17	13	125

**Part 2 Section 4 - Investigations**

Please review your State's investigation goals, program activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

Describe the State's implementation of FMCSA's interventions model for interstate carriers. Also describe any remaining or transitioning compliance review program activities for intrastate motor carriers. Include the number of personnel assigned to this effort. Data provided in this section should reflect interstate and intrastate investigation activities for each year.

☐ The State does not conduct investigations. If this box is checked, the tables and narrative are not required to be completed and won't be displayed.

**Trend Analysis for 2012 - 2016**

Investigative Types - Interstate	2012	2013	2014	2015	2016
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	4	7	4	0	1
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0
CSA Off-Site	15	27	17	9	1
CSA On-Site Focused/Focused CR	202	200	110	80	59
CSA On-Site Comprehensive	91	91	102	80	80
<b>Total Investigations</b>	<b>312</b>	<b>325</b>	<b>233</b>	<b>169</b>	<b>141</b>
Total Security Contact Reviews	24	42	22	17	10
Total Terminal Investigations	0	0	0	0	0

Investigative Types - Intrastate	2012	2013	2014	2015	2016
Compliance Investigations	0	0	0	0	0
Cargo Tank Facility Reviews	0	0	0	0	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0
CSA Off-Site	4	24	3	4	0
CSA On-Site Focused/Focused CR	114	154	104	88	69
CSA On-Site Comprehensive	38	24	14	2	3
<b>Total Investigations</b>	<b>156</b>	<b>202</b>	<b>121</b>	<b>94</b>	<b>72</b>
Total Security Contact Reviews	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0

**Narrative Overview for FY 2018 - 2020****Instructions:**

Describe the State's implementation of FMCSA's interventions model to the maximum extent possible for interstate carriers and any remaining or transitioning compliance review program activities for intrastate motor carriers. Include the number of personnel assigned to this effort.

**Projected Goals for FY 2018 - 2020**

Complete the table below indicating the number of investigations that the State anticipates conducting during FY 2018 - 2020.

Projected Goals for FY 2018 - 2020 - Investigations						
Investigation Type	FY 2018		FY 2019		FY 2020	
	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
Compliance Investigations	0	0	0	0	0	0
Cargo Tank Facility Reviews	6	0	6	0	6	0
Non-Rated Reviews (Excludes CSA & SCR)	0	0	0	0	0	0
CSA Off-Site	0	0	25	0	10	1
CSA On-Site Focused/Focused CR	150	25	50	15	51	1
CSA On-Site Comprehensive	40	5	30	5	30	1
<b>Total Investigations</b>	<b>196</b>	<b>30</b>	<b>111</b>	<b>20</b>	<b>97</b>	<b>3</b>
Total Security Contact Reviews	0	0	0	0	0	0
Total Terminal Investigations	0	0	0	0	0	0

**Add additional information as necessary to describe the carrier investigation estimates.**

Due to retirements and office re-organization, the number of investigators in Minnesota has been reduced to 6. As a result, the goal for investigations in 2020 has been reduced.

**Program Activities: Describe components of the State's carrier investigation activities. Include the number of personnel participating in this activity.**

MnDOT will conduct comprehensive and focused investigations on interstate and intrastate freight, hazmat, and passenger carriers. Carrier investigations are used to assess the safety commitment of carriers. The FMCSA safety measurement system (SMS) is used to identify interstate and intrastate carriers with significant alerts within their BASICs. Carriers with identifiable safety management defects are referred for investigation. Investigation managers will examine a carrier's behavior analysis safety improvement categories (basic) rankings in the SMS data to identify the specific safety problems and determine what type of intervention that is appropriate. Interventions types are on-site comprehensive, on-site focused, or off-site. Currently, MnDOT utilizes 6 CSA certified investigators to conduct comprehensive and focused reviews/investigations. MnDOT's certified personnel will conduct the minimum amount of vehicle inspections to remain certified. In addition, the passenger certified inspectors may participate in party bus/motorcoach saturations for overtime pay. These saturations are scheduled and coordinated by the grantee (State Patrol).

During the course of the year, MCSAP related meetings, webinars and in-service training sessions are held. These meetings and training sessions may include updates in the audit program, changes in regulations, regulatory guidance, and/or discussions on issues within the program. In addition, per the FMCSA Planning Memorandum, MCSAP staff may be participating in additional instructor-led and/or online ELD training.

Organizational changes occurred in October 2017 that fully separated MnDOT's Federal MCSAP Program and State Program sections, which reduced the number of staff performing carrier investigations, new entrant audits and vehicle inspections to maintain certification.

**Performance Measurements and Monitoring: Describe all measures the State will use to monitor progress toward the annual goals. Further, describe how the State measures qualitative components of its carrier investigation program, as well as outputs.**

Carrier investigation supervisor will obtain Safety Measurement System (SMS) data for each intervention, FMCSA carrier lists/assignments and utilize them to select carriers for a comprehensive or focused investigation. In conjunction with the FMCSA division office assignments will be reviewed on a monthly basis to monitor progress toward individual and group goals.

Supervisor will monitor and review work to compare the number and types of violations found to state, regional, and national numbers.

The program will be continually monitored and evaluated and progress will be reported quarterly.

**Part 2 Section 5 - Traffic Enforcement**

Please review the description of your State's traffic enforcement program, projected goals and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

*Traffic enforcement means documented enforcement activities of State or local officials. This includes the stopping of vehicles operating on highways, streets, or roads for moving violations of State or local motor vehicle or traffic laws (e.g., speeding, following too closely, reckless driving, and improper lane changes).*

**Trend Analysis for 2012 - 2016****Instructions:**

Please refer to the [MCSAP Comprehensive Policy](#) for an explanation of FMCSA's traffic enforcement guidance. Complete the tables below to document the State's safety performance goals and outcomes over the past five measurement periods.

1. Insert the beginning and end dates of the measurement period being used, (e.g., calendar year, Federal fiscal year, State fiscal year or any consistent 12-month period for which data is available).
2. Insert the total number CMV traffic enforcement stops with an inspection, CMV traffic enforcement stops without an inspection, and non-CMV stops in the tables below.
3. Insert the total number of written warnings and citations issued during the measurement period. The number of warnings and citations are combined in the last column.

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented CMV Traffic Enforcement Stops with an Inspection	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2016	12/31/2016	6035	9512
01/01/2015	12/31/2015	6144	6582
01/01/2014	12/31/2014	4407	3860
01/01/2013	12/31/2013	4595	4635
01/01/2012	12/31/2012	6152	5197

☒ The State does not conduct CMV traffic enforcement stops without an inspection. If this box is checked, the "CMV Traffic Enforcement Stops without an Inspection" table is not required to be completed and won't be displayed.

☐ The State does not conduct documented non-CMV traffic enforcement stops and was not reimbursed by the MCSAP grant (or used for State Share or MOE). If this box is checked, the "Non-CMV Traffic Enforcement Stops" table is not required to be completed and won't be displayed.

State/Territory Defined Measurement Period (Include 5 Periods)		Number of Documented Non-CMV Traffic Enforcement Stops	Number of Citations and Warnings Issued
Begin Date	End Date		
01/01/2016	12/31/2016	5391	8550
01/01/2015	12/31/2015	3685	4916
01/01/2014	12/31/2014	2756	5878
01/01/2013	12/31/2013	2936	5821
01/01/2012	12/31/2012	2204	4428

**Enter the source and capture date of the data listed in the tables above.**

The data collected is for January 1 through December 31 of each respective year. The number of CMV traffic enforcement stops, including total citation and warnings for those applicable driver violations, were extracted from Minnesota's SafetyNet database. Statistics for 2012, 2013, and 2014 were generated on January 20, 2015. Minnesota requires that an inspection be completed on every CMV that is stopped for a moving violation. There are no traffic stops performed on a CMV without an associated inspection, Level I, II, or III. The numbers for citations and warnings issued for non-CMV traffic enforcement was generated on 6/24/16 from the Minnesota State Patrol's internal roadside activity tracking system, known as the State Patrol Activity Information System (SPAIS). The Trooper indicates on their citation and/or warning whether or not the violation occurred near a CMV. There is a manual process of going into the activity system to find these statistics and remove those entries that do not qualify to improve data quality.

**Narrative Overview for FY 2018 - 2020**

**Instructions:**

*Describe the State's proposed level of effort (number of personnel) to implement a statewide CMV (in conjunction with and without an inspection) and/or non-CMV traffic enforcement program. If the State conducts CMV and/or non-CMV traffic enforcement activities only in support of the overall crash reduction goal, describe how the State allocates traffic enforcement resources. Please include number of officers, times of day and days of the week, specific corridors or general activity zones, etc. Traffic enforcement activities should include officers who are not assigned to a dedicated commercial vehicle enforcement unit, but who conduct eligible commercial vehicle/driver enforcement activities. If the State conducts non-CMV traffic enforcement activities, the State must conduct these activities in accordance with the [MCSAP Comprehensive Policy](#).*

Minnesota will conduct traffic enforcement on CMV and non-CMV traffic with our 45 sworn CVSA inspectors. Not all sworn inspectors are located in the 14 counties identified for crash reduction. Our personnel are dispersed throughout the state, and are instructed to work our major roadways with the highest volume of CMV traffic for their specific work area.

The Office of Traffic Safety crash data analysis supports conducting roadside CMV enforcement and inspection activities between 0500 and 2200 hours, Monday through Friday.

Minnesota will continue to use the Minnesota Crash Mapping Analysis Tool (MnCMAT) to help us determine where traffic enforcement personnel will be deployed throughout the state and pinpoint specific locations, routes, time of day, and enforcement emphases. This helps Minnesota in determining where enforcement efforts need to be concentrated to change driver behavior.

**Projected Goals for FY 2018 - 2020**

*Using the radio buttons in the table below, indicate the traffic enforcement activities the State intends to conduct in FY 2018 - 2020. The projected goals are based on the number of traffic stops, not tickets or warnings issued. These goals are NOT intended to set a quota.*

			Enter Projected Goals (Number of Stops only)		
Yes	No	Traffic Enforcement Activities	FY 2018	FY 2019	FY 2020
<input checked="" type="radio"/>	<input type="radio"/>	CMV with Inspection	6000	6000	6000
<input type="radio"/>	<input checked="" type="radio"/>	CMV without Inspection			
<input checked="" type="radio"/>	<input type="radio"/>	Non-CMV	4000	4000	4000
<input type="radio"/>	<input checked="" type="radio"/>	Comprehensive and high visibility in high risk locations and corridors (special enforcement details)			

In order to be eligible to utilize Federal funding for Non-CMV traffic enforcement, the [FAST Act](#) requires that the State must maintain an average number of safety activities which include the number of roadside inspections, carrier investigations, and new entrant safety audits conducted in the State for Fiscal Years 2004 and 2005.

The table below displays the information you input into this plan from the roadside inspections, investigations, and new entrant safety audit sections. Your planned activities must at least equal the average of your 2004/2005 activities.

FY 2020 Planned Safety Activities				
Inspections	Investigations	New Entrant Safety Audits	Sum of FY 2020 Activities	Average 2004/05 Activities
33038	100	601	33739	33261

***Describe how the State will monitor its traffic enforcement efforts to ensure effectiveness, consistency, and correlation to FMCSA's national traffic enforcement priority.***

Minnesota will utilize the tools we have available to monitor the performance of our personnel during the performance period. MnCMAT state crash database is a valuable tool that supervisory staff will continue to monitor and pinpoint areas that would benefit in an increased enforcement effort through saturations. Supervisors evaluate data monthly from SafetyNet and the SPAIS database regarding inspection totals, traffic stop totals, violation totals, out of service rates for all of our inspectors. Each employee is required to submit biweekly reports that dictate how their time was spent, and the activity in terms of performance that they were able to achieve during that time. These reports are submitted to each applicable supervisor and are reviewed for completeness, accuracy, and on a productivity level.



**Part 2 Section 6 - Safety Technology**

Please verify your State's safety technology compliance levels, responsible agencies, and narrative overview. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

The FAST Act made Performance and Registration Information Systems Management (PRISM) a condition for MCSAP eligibility in [49 CFR 350.201 \(aa\)](#). States must achieve full participation by October 1, 2020. FMCSA defines "fully participating" in PRISM, for the purpose of determining eligibility for MCSAP funding, as when a State's or Territory's International Registration Plan (IRP) or CMV registration agency suspends or revokes and denies registration if the motor carrier responsible for safety of the vehicle is under any Federal OOS order and denies registration if the motor carrier possess an inactive or de-active USDOT number for motor carriers operating CMVs in commerce that have a Gross Vehicle Weight (GVW) of 26,001 pounds or more. Further information regarding full participation in PRISM can be found in the MCP Section 4.3.1.

Under certain conditions, the FAST Act allows MCSAP lead agencies to use MCSAP funds for Operations and Maintenance (O&M) costs associated with Innovative Technology Deployment (ITD) and the PRISM ([49 CFR 350.201\(aa\) \(cc\)](#)). For PRISM, O&M costs are eligible expenses subject to FMCSA approval. For ITD, if the State agrees to comply with ITD program requirements and has complied with all MCSAP requirements, including achievement of full participation in PRISM, O&M costs are eligible expenses. O&M expenses must be included and described in the Spending Plan section per the method these costs are handled in the State's accounting system (e.g., contractual costs, other costs, etc.).

**Safety Technology Compliance Status**

Please verify the current level of compliance for your State in the table below using the drop-down menu. If the State plans to include O&M costs in this year's CVSP, please indicate that in the table below. Additionally, details must be in this section and in your Spending Plan.

Technology Program	Current Compliance Level	Include O & M Costs?
ITD	Not Active	No
PRISM	Exceeds Full Participation	No

Available data sources:

- [FMCSA website ITD information](#)
- [FMCSA website PRISM information](#)

Enter the agency name responsible for ITD in the State, if other than the Lead MCSAP Agency:

Enter the agency name responsible for PRISM in the State, if other than the Lead MCSAP Agency:

**Narrative Overview for FY 2018 - 2020****Problem Statement Narrative and Projected Goal:**

*If the State's PRISM compliance is less than full participation, describe activities your State plans to implement to achieve full participation in PRISM.*

Not applicable to Minnesota.

**Program Activities for FY 2018 - 2020: Describe any actions that will be taken to implement full participation in PRISM.**

Not applicable to Minnesota.

***Performance Measurements and Monitoring: Describe all performance measures that will be used and include how the State will conduct ongoing monitoring of progress in addition to quarterly SF-PPR reporting.***

Not applicable to Minnesota.

**Part 2 Section 7 - Public Education and Outreach**

**Please review the description of your State's public education and outreach activities, projected goals and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.**

- ☒ **Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.**
- ☐ **No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.**

*A public education and outreach program is designed to provide information on a variety of traffic safety issues related to CMVs and non-CMV's that operate around large trucks and buses.*

**Trend Analysis for 2012 - 2016**

*In the table below, provide the number of public education and outreach activities conducted in the past 5 years.*

<b>Public Education and Outreach Activities</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Carrier Safety Talks	345	360	157	465	406
CMV Safety Belt Education and Outreach	0	0	0	0	0
State Trucking Association Meetings	0	0	0	5	5
State-Sponsored Outreach Events	0	0	0	0	0
Local Educational Safety Events	15	36	22	41	28
Teen Safety Events	0	0	0	0	0

**Narrative Overview for FY 2018 - 2020**

**Performance Objective: To increase the safety awareness of the motoring public, motor carriers and drivers through public education and outreach activities such as safety talks, safety demonstrations, etc.**

**Describe the type of activities the State plans to conduct, including but not limited to passenger transportation, hazardous materials transportation, and share the road safely initiatives. Include the number of personnel that will be participating in this effort.**

The Minnesota State Patrol (MSP) and the Minnesota Department of Transportation (MnDOT) educate and train those in the CMV industry through safety talks and events, presentations, classes, and email/phone correspondence. These safety talks can range greatly in size, from one carrier's entire driver pool to large scale events such as the Minnesota Green Expo (geared towards landscaping companies). In the performance period, the Minnesota State Patrol and MnDOT will continue to have staff dedicated towards these priorities. This enhances our ability to provide important safety information to motor carriers and their employees. We also make it a priority to provide training tailored to law enforcement agencies throughout Minnesota. This allows us to provide valuable information regarding CMV regulations and traffic enforcement of CMV driving behavior.

Minnesota understands the importance of conducting presentations to the industry and the motoring public in general. Primarily, most of the education and outreach is given and provided to those in the commercial motor vehicle industry. In addition, Minnesota makes every effort to take advantage of opportunities to reach all segments of the motor carrier population. One place that is taken advantage of is the State Patrol Day at the Minnesota State Fair. Over the last 3 years, more than 100,000 people have attended the State Fair on the Minnesota State Patrol Day. A few of our CVIs and Troopers are tasked with being present to answer questions and assist the public in expanding their knowledge of being safe behind the wheel while around CMV traffic. Any one of our CMV inspectors or Troopers, both with the State Patrol and MnDOT can and are tasked with completing a presentation request. Historically, the State Patrol has a core group of veteran personnel who conduct the majority of the presentations. Minnesota conducts carrier outreach solicitations based on the feedback from inspectors conducting inspections where issues with education are clearly warranted. Additionally, these employees will be 'cold calling' as we have discovered many carriers throughout the state are unaware we offer this service as a way to increase CMV safety.

MnDOT utilizes staff for public training and awareness activities to increase FMCSR awareness. These activities include: preparing for and providing safety talks (training classes, presentations and events); E-learning training; and various print communications such as the MN Commercial Truck and Passenger Regulations book. These activities include the development and maintenance of the materials. Topics covered in training, print communications, and E-learning (online training) include but is not limited to: driver qualifications, hours of service, drug and alcohol testing, CSA, CDL, record keeping requirements, vehicle inspection/repair/maintenance/identification, hazardous materials.

MnDOT plans to restructure their MCSAP training program to streamline how they conduct safety talks. MnDOT also plans to work with FMCSA

and the Minnesota State Patrol to look for new initiatives to educate motor carriers, and look for opportunities to provide education and outreach to different cultural communities. This work may entail the hiring of an educational and/or training specialist.

MnDOT's goals are included in the projected goals table and include 30 carrier safety talks and 4 local education safety events. In addition, MnDOT's goal for the number of hits to their E-learning programs that are directly related to the Federal Motor Carrier Safety Regulations is 6350. In FY2019, MnDOT converted to a new web analytics server/system that counts the number of hits our E-learning sites differently than the previous version. Because of this, the number of hits we previously recorded has been reduced, which affects our overall performance for this goal. Moving forward, our previous goal of 8500 is no longer valid and has been adjusted in order to account for the new analytics server/system.

The Minnesota State Patrol and MnDOT, when interacting with motor carriers and the general public, respond to requests for information. Employees answering these requests code their time according to whether it was a MCSAP related conversation, or a state program related conversation. Only MCSAP eligible requests are coded and charged to the MCSAP grant.

### ***Projected Goals for FY 2018 - 2020***

***In the table below, indicate if the State intends to conduct the listed program activities, and the estimated number, based on the descriptions in the narrative above.***

			Performance Goals		
Yes	No	Activity Type	FY 2018	FY 2019	FY 2020
<input checked="" type="radio"/>	<input type="radio"/>	Carrier Safety Talks	340	340	340
<input type="radio"/>	<input checked="" type="radio"/>	CMV Safety Belt Education and Outreach	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	State Trucking Association Meetings	9	9	9
<input type="radio"/>	<input checked="" type="radio"/>	State-Sponsored Outreach Events	0	0	0
<input checked="" type="radio"/>	<input type="radio"/>	Local Educational Safety Events	15	15	15
<input type="radio"/>	<input checked="" type="radio"/>	Teen Safety Events	0	0	0

***Performance Measurements and Monitoring: Describe all performance measures and how the State will conduct monitoring of progress. States must report the quantity, duration and number of attendees in their quarterly SF-PPR reports.***

Minnesota keeps a log of all presentations completed and local events/trade shows that are attended.

The State Patrol and MnDOT each have one employee tasked with entering all presentation requests that come into their agencies and making contact with that carrier to schedule. Any of the aforementioned topics that can be covered are marked if they were applicable to that specific carrier safety presentation, as well as the approximate attendance number.

Minnesota will continue to report those numbers in their quarterly report. When an employee solicits a presentation to a carrier, that information will be documented and reported on as well.

**Part 2 Section 8 - State Safety Data Quality (SSDQ)**

Please review your State's SSDQ compliance levels and narrative overview and identify if changes are needed for the upcoming fiscal year. You must also update the newly added Crash VIN Accuracy category rating. You must select 'yes' to make changes.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

The FAST Act allows MCSAP lead agencies to use MCSAP funds for Operations and Maintenance (O&M) costs associated with Safety Data Systems (SSDQ) if the State meets accuracy, completeness and timeliness measures regarding motor carrier safety data and participates in the national data correction system (DataQs).

**SSDQ Compliance Status**

Please verify the current level of compliance for your State in the table below using the drop-down menu. If the State plans to include O&M costs in this year's CVSP, select Yes. These expenses must be included in the Spending Plan section per the method these costs are handled in the State's accounting system (e.g., contractual costs, other costs, etc.).

Technology Program	Current Compliance Level	Include O & M Costs?
SSDQ	Good	No

Available data sources:

- [FMCSA website SSDQ information](#)

In the table below, use the drop-down menus to indicate the State's current rating within each of the State Safety Data Quality categories, and the State's goal for FY 2018 - 2020.

SSDQ Category	Current SSDQ Rating	Goal for FY 2018	Goal for FY 2019	Goal for FY 2020
Crash Record Completeness	Good	Good	Good	Good
Crash VIN Accuracy				
Fatal Crash Completeness	Good	Good	Good	Good
Crash Timeliness	Good	Good	Good	Good
Crash Accuracy	Good	Good	Good	Good
Crash Consistency	No Flag	No Flag	No Flag	No Flag
Inspection Record Completeness	Good	Good	Good	Good
Inspection VIN Accuracy	Good	Good	Good	Good
Inspection Timeliness	Good	Good	Good	Good
Inspection Accuracy	Good	Good	Good	Good

**Enter the date of the A & I Online data snapshot used for the "Current SSDQ Rating" column.**

Quarter 3, updated 7/7/2017.

**Narrative Overview for FY 2018 - 2020**

**Problem Statement Narrative:** Describe any issues encountered for any SSDQ category not rated as "Good" in the Current SSDQ Rating category column above (i.e., problems encountered, obstacles overcome, lessons learned, etc.). If the State is "Good" in all categories, no further narrative or explanation is necessary.

Minnesota has maintained a 'green' status in all categories for several years.

***Program Activities for FY 2018 - 2020: Describe any actions that will be taken to achieve a “Good” rating in any category not currently rated as “Good,” including measurable milestones.***

Not applicable to Minnesota.

***Performance Measurements and Monitoring: Describe all performance measures that will be used and include how the State will conduct ongoing monitoring of progress in addition to quarterly SF-PPR reporting.***

Minnesota will continue to follow through with our current auditing procedures, ensuring our inspection and crash data remains timely, complete, and accurate. Our office conducts a monthly comprehensive audit, certifying our personnel are effective in meeting the requirements set forth by FMCSA.

The inspection numbers in SafetyNet and MCMIS are compared with the documentation our personnel submits every week regarding inspections, POST Crash Inspections, and crash reports. The results of the monthly audit are also checked against the SSDQ map to verify it is still showing Minnesota in the “green.” Any non-matches found are confirmed with the employee and resolved.

Minnesota will continue to use this internal auditing system which goes beyond what is recommended/required by FMCSA to ensure that data quality in Minnesota remain in the “green” status. Minnesota recognizes the importance of commercial vehicle safety data, and has made it a priority. In the last several years, this monthly audit has never revealed any serious problems with our timeliness, completeness, or accuracy of our data.

**Part 2 Section 9 - New Entrant Safety Audits**

Please review the agency responsible for conducting New Entrant activities and the description of your State's strategies, activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

The FAST Act states that conducting interstate New Entrant safety audits is now a requirement to participate in the MCSAP ([49 CFR 350.201](#).) The Act allows a State to conduct intrastate New Entrant safety audits at the State's discretion. States that choose to conduct intrastate safety audits must not negatively impact their interstate new entrant program.

Note: The FAST Act also says that a State or a third party may conduct New Entrant safety audits. If a State authorizes a third party to conduct safety audits on its behalf, the State must verify the quality of the work conducted and remains solely responsible for the management and oversight of the New Entrant activities.

Yes	No	Question
<input checked="" type="radio"/>	<input type="radio"/>	Does your State conduct Offsite safety audits in the New Entrant Web System (NEWS)? NEWS is the online system that carriers selected for an Offsite Safety Audit use to submit requested documents to FMCSA. Safety Auditors use this same system to review documents and communicate with the carrier about the Offsite Safety Audit.
<input checked="" type="radio"/>	<input type="radio"/>	Does your State conduct Group safety audits at non principal place of business locations?
<input checked="" type="radio"/>	<input type="radio"/>	Does your State intend to conduct intrastate safety audits and claim the expenses for reimbursement, state match, and/or Maintenance of Effort on the MCSAP Grant?

**Trend Analysis for 2012 - 2016**

In the table below, provide the number of New Entrant safety audits conducted in the past 5 years.

New Entrant Safety Audits	2012	2013	2014	2015	2016
Interstate	610	407	758	666	611
Intrastate	0	0	0	0	0
<b>Total Audits</b>	<b>610</b>	<b>407</b>	<b>758</b>	<b>666</b>	<b>611</b>

Note: Intrastate safety audits will not be reflected in any FMCSA data systems—totals must be derived from State data sources.

**Narrative Overview for FY 2018 - 2020**

Enter the agency name conducting New Entrant activities, if other than the Lead MCSAP Agency:  
MINNESOTA DEPARTMENT OF TRANSPORTATION

**Program Goal:** Reduce the number and severity of crashes, injuries, and fatalities involving commercial motor vehicles by reviewing interstate new entrant carriers. At the State's discretion, intrastate motor carriers are reviewed to ensure they have effective safety management programs.

**Program Objective: Statutory time limits for processing and completing interstate safety audits are:**

- If entry date into the New Entrant program (as shown in FMCSA data systems) September 30, 2013 or earlier—safety audit must be completed within 18 months.
- If entry date into the New Entrant program (as shown in FMCSA data systems) October 1, 2013 or later—safety audit must be completed within 12 months for all motor carriers and 120 days for motor carriers of passengers.

**Projected Goals for FY 2018 - 2020**

For the purpose of completing the table below:

- **Onsite safety audits** are conducted at the carrier's principal place of business.
- **Offsite safety audit** is a desktop review of a single New Entrant motor carrier's basic safety management controls and can be conducted from any location other than a motor carrier's place of business. Offsite audits are conducted by States that have completed the FMCSA New Entrant training for offsite audits.
- **Group audits** are neither an onsite nor offsite audit. Group audits are conducted on multiple carriers at an alternative location (i.e., hotel, border inspection station, State office, etc.).

Projected Goals for FY 2018 - 2020 - New Entrant Safety Audits						
	FY 2018		FY 2019		FY 2020	
Number of Safety Audits/Non-Audit Resolutions	Interstate	Intrastate	Interstate	Intrastate	Interstate	Intrastate
# of Safety Audits (Onsite)	80	0	50	0	50	0
# of Safety Audits (Offsite)	520	0	550	0	550	0
# Group Audits	1	0	1	0	1	0
<b>TOTAL Safety Audits</b>	<b>601</b>	<b>0</b>	<b>601</b>	<b>0</b>	<b>601</b>	<b>0</b>
# of Non-Audit Resolutions	600	0	600	0	600	0

**Strategies: Describe the strategies that will be utilized to meet the program objective above. Provide any challenges or impediments foreseen that may prevent successful completion of the objective.**

MnDOT employs 6 full-time New Entrant Auditors to conduct 600 New Entrant safety audits within the statutory timeframes and 600 non-audit resolutions. These activities may be subsidized by MnDOT's certified safety investigators to assist, as needed and appropriate, to meet the audit goals.

At this time MnDOT is not prepared to conduct intrastate new entrant audits. However, moving forward MnDOT may be interested in conducting them. If MnDOT does move forward with intrastate new entrant audits, the planning, pilot and/or implementation of this program will most likely begin in FY2020.

**Activity Plan for FY 2018 - 2020: Include a description of the activities proposed to help achieve the objectives. If group audits are planned, include an estimate of the number of group audits.**

MnDOT will conduct 600 new entrant safety audits within the required deadline. Historically there has been an average of 50% of new entrant audits that resulted in a non-audit resolution. As such, it is anticipated that there will be the same amount of non-audit resolutions as the number of audits actually performed, which will be approximately 600.

During the course of the year, new entrant related meetings, webinars and in-service training sessions are held. These meetings and training sessions may include updates in the audit program, changes in regulations, regulatory guidance, and/or discussions on issues within the program.

MnDOT responds to requests for information via email, phone or in person. MCSAP staff answering these requests code their time according to whether it was a MCSAP eligible conversation or a state program related conversation. Only MCSAP eligible requests are coded and charged to the grant.

**Performance Measurement Plan: Describe how you will measure progress toward meeting the objective, such as quantifiable and measurable outputs (staffing, work hours, carrier contacts, inspections, etc.). The measure must include specific benchmarks to be reported on in the quarterly progress report, or as annual outputs.**

MnDOT Supervisor will review all inspection and audit reports for quality, completeness, timeliness and accuracy throughout the month. Regular meetings will be held to monitor progress toward program goals. The Supervisor will coordinate with FMCSA and MnDOT's Transportation Program Supervisor and will use FMCSA reports to monitor the timeline requirements to prevent overdue carriers appearing in the inventory.



**Part 2 Section 10 - Border Enforcement**

Please review the agency responsible for conducting Border Enforcement activities and your State's objectives, goals, strategies, activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

The FAST Act affirms that States sharing a land border with another country will conduct a border commercial motor vehicle safety program focusing on international commerce, including enforcement and related projects ([49 CFR 350.201](#)). If a State sharing a land border with another country declines to engage in border related activities, it will forfeit all border enforcement funds the State is eligible to receive.

**Trend Analysis for 2012 - 2016**

In the table below, provide the number of inspections conducted in the past 5 years.

Inspection Types	2014	2015	2016	2017	2018
Level 1: Full	195	339	97	54	109
Level 2: Walk-Around	1707	3492	1656	968	1578
Level 3: Driver-Only	2395	1504	765	454	1291
Level 4: Special Inspections	0	0	3	3	9
Level 5: Vehicle-Only	0	0	0	0	0
Level 6: Radioactive Materials	0	0	0	0	0
<b>Total</b>	<b>4297</b>	<b>5335</b>	<b>2521</b>	<b>1479</b>	<b>2987</b>

**Narrative Overview for FY 2018 - 2020**

☐ The State chooses not to engage in border enforcement activities in FY 2018 - 2020. If this box is checked, no additional narrative is necessary in this section.

Enter the Agency name conducting Border Enforcement activities if other than the Lead Agency:

**Program Objectives:** In addition to the primary goal of the program as stated below, a State must identify at least one of the following priority objectives as a focus within their border enforcement program to be considered for participating within this focus area.

**Program Goal:** Border States should conduct a border CMV safety program. The focus is on international commerce that includes enforcement and related projects, to ensure motor carriers and drivers operating CMVs (primarily those entering the United States from a foreign country) are in compliance with U.S. CMV safety standards and regulations, financial responsibility regulations, and registration requirements. It also ensures drivers of those vehicles are qualified and properly licensed to operate a CMV in the U.S.

Check all objectives that apply (minimum of 1):

☒ **Objective 1: International Motorcoach Inspections** - Facilitate the conducting of inspections of motorcoaches engaged in international commerce at bus stations, terminals, border crossings, maintenance facilities, destination locations, or other locations where a motor carrier may make a planned stop (excluding a weigh station). For FY 2018, FMCSA encourages States to examine their data on international motorcoach activity and use that data to establish reasonable goals that will result in an appropriate level of motorcoach-focused activities. States must justify the goals set and provide the data

or data source references.

**Objective 2: High Crash Corridor Enforcement Focused on International Commerce - Conduct international commerce CMV enforcement activities (inspections and traffic enforcement) within corridors where the data indicate that there are a high number of crashes involving vehicles engaged in international commerce.**

**Objective 3: International Commerce CMV Inspections at Remote Border Sites Away from Border Crossings - Conduct international commerce CMV safety inspections at identified sites where known international commerce activity occurs near the Canadian and Mexican borders but where there is no official border crossing facility. Site(s) must be identified in the narrative below and describe how far these locations are from the nearest official border crossing facility, if any.**

### Projected Goals for FY 2018 - 2020

*Summarize projected border enforcement activities in the table below.*

**Note:** All non-international commerce inspections conducted should be included in the Driver Vehicle Inspections section of the CVSP, and not be indicated as BEG inspections on the inspection report which is uploaded into ASPEN

Projected Goals for FY 2018 - 2020 - Border Enforcement			
	FY 2018	FY 2019	FY 2020
Number of International Commerce Regular CMV	2400	2400	2400
Number of International Commerce HM	90	90	90
Number of International Commerce Passenger	10	10	10
<b>Total International Commerce Inspections</b>	<b>2500</b>	<b>2500</b>	<b>2500</b>
Number of Fixed Facility International Inspections	1500	1500	1500
Number of Non-Fixed Facility International Inspections	1000	1000	1000
Traffic Enforcement	0	0	0
Strike Force Activities (CMVs)	0	0	0
Strike Force Activities (Passenger CMVs)	0	0	0

**Strategies: Include a description of the strategies that will be utilized to meet the program objective(s) above. The applicant must include any challenges or impediments foreseen.**

Minnesota, as a border state, desires to continue a partnership with the FMCSA to establish effective strategies in the Border Enforcement Program to increase the number of commercial motor vehicle (CMV) safety inspections and commercial driver license (CDL)/operating authority/financial responsibility checks focusing on international traffic that will or has crossed the physical borders of Canada.

The following seven Minnesota counties border Canada: Kittson, Roseau, Lake of the Woods, Koochiching, St. Louis, Lake and Cook. Minnesota has 8 highway-accessible border crossings along the 540 mile border with Canada. Two crossings in Kittson County, Noyes and Lancaster, are not open 24 hours. Roseau County has three crossings: Pine Creek and Roseau are not open 24 hours, and Warroad is open 24-hours. Lake of the Woods County has one 24 hour crossing at Baudette. The International Falls crossing in Koochiching County is also open 24 hours. Cook County has one 24 hour crossing north of Grand Portage. Two other counties, St. Louis and Lake, have no highway-accessible crossings but St. Louis County is traversed by two major highways leading to/from the border crossing at International Falls and Grand Portage.

The bulk of international traffic in the western portion of the state travels into eastern North Dakota, utilizing the Pembina crossing on Interstate 29 versus the crossing in our own Kittson County. From Pembina, CMVs travel south to Hwy 2 (the first East-West thoroughfare) and to Interstate 94 (more so than Highway 2) where they can continue on the Interstate system eastward across Minnesota.

Much of the international traffic in the eastern portion of the state passes through either Grand Portage or International Falls, continuing south to Interstate 35 where they also can stay on the Interstate system. Both Interstate 94 and Interstate 35 will take them into the Twin Cities area, and beyond. The Twin Cities serves as a major hub for international travel and consequently, also have a third of the CMV crashes involving an international load.

As a part of Minnesota's Border program strategy, all border crossings will be heavily targeted. Additionally, to aid in the successfulness of this Border program, we also intend to include four of our five fixed scale sites (Red River, Erskine, Saginaw, and St. Croix). These scales are located on Minnesota's corridors where CMV traffic engaged in international commerce exists. This is especially true for the Red River Scale, located in Clay County outside of Moorhead, and the St. Croix, located in Washington County outside of St Paul. Our data indicates that the majority of crashes involving a driver and load actively engaged in international commerce are more likely to be involved in a motor vehicle crash along our Interstate 94 corridor than in any other location in the state.

The North Dakota Department of Transportation reports annually on the average annual daily traffic for commercial truck traffic on certain roadways. On Interstate 29 north of Fargo, their records report approximately 3,000 CMV trucks daily. South of Fargo, the number drops substantially to less than 1,500. Minnesota's Interstate 94 leaves the state and bisects Interstate 29 in the city of Fargo in North Dakota. International traffic in the Midwest utilizes the trunk highway systems of Minnesota, traveling across our state.

Minnesota believes one of the best strategies to increase safety of the nation's international traffic is to interdict this traffic before it gets to the border.

**Activity Plan for FY 2018 - 2020: Describe the specific activities planned to reach border enforcement goals.**

Minnesota's activity plan includes:

1) Conduct CMV safety inspections at remote sites at the physical border.

Minnesota will conduct various weekly to monthly mobile strike force groups of CVSA inspectors to improve the capability to conduct safety inspections focusing in our Northern Region. These mobile saturations will be taking place along the physical border of Canada. Saturations will be set up at alternating ports of entry with Canada, as well as roads along the northern border that lead up to those ports of entry.

2) Conduct targeted inspections of CMVs to reduce crashes on corridors where there is significant amount of international traffic.

Minnesota will conduct everyday recordings of international traffic and safety issues stemming from inspections by all our mobile officers over the course of the year across the state. This will include monthly strike force type details, peak and off peak, along the Interstate 94 corridor where over 75 percent of the crashes involving international traffic are taking place.

3) Perform targeted border inspections at fixed scale facilities.

All of our personnel who have assignments in each of the four aforementioned fixed scale sites will conduct safety inspections and commercial driver license (CDL)/operating authority/financial responsibility checks on any driver who is actively engaged in international commerce. In addition; periodically throughout each quarter, the scale supervisors will arrange for random border strike-force events at the scales, outside of the normal working hours, utilizing assigned scale and mobile personnel from their region with anywhere from 1 to 10 personnel performing these inspections. This will especially allow Minnesota to interdict and inspect the international traffic entering the Interstate 94 corridor both west bound (St. Croix) and east bound (Red River). This is vital, as our data shows over 75 percent of the crashes are happening on the Interstate 94 corridor, both west and east bound. Although previously mentioned, it is important to note that the only time spent conducting an inspection on driver/vehicle that meets the definition of a border eligible inspection will be charged to Minnesota's border grant.

4) Continue to monitor CMVs shipping hazardous materials that have or will cross the physical borders. Minnesota will conduct every-day recordings of international traffic and safety issues stemming from inspections by all of our inspectors over the course of the year involving hazardous materials.

5) Continue to Monitor passenger carrying CMVs that have or will cross the physical borders. This will be done through probable cause traffic enforcement or at destination locations. Minnesota will conduct every-day recordings of international traffic and safety issues stemming from inspections by all of our inspectors over the course of the year involving motor coach transportation (Note: MN will only conduct probable cause stops on motor-coach traffic and will conduct inspections on these stops and destination locations. MN does not require this traffic to enter fixed scale sites).

Projected border goals for FFY 2018-2020 were based off historical data. Minnesota has experienced inconsistency in activity, based on inspection level, and we are in the process of addressing this. Minnesota is also looking at the effectiveness of the border program.

Minnesota sees a lot of the same carriers at the border, and rather than performing inspections for the sake of inspections, we are opting to put more emphasis on the international loads moving through Minnesota, and more emphasis on the general MCSAP related activities, now that the programs have a consolidated budget.

**Performance Measurement Plan: Describe how you will measure progress toward the performance objective goal, to include quantifiable and measurable outputs (work hours, carrier contacts, inspections, etc.) and in**

***terms of performance outcomes. The measure must include specific benchmarks that can be reported on in the quarterly progress report, or as annual outcomes.***

Performance Measurement Plan:

Inspection Level	Fixed	Mobile	Hazmat	Motorcoach
1	50	50	10	1
2	400	800	80	5
3	1050	150	0	4

### Part 3 - National Emphasis Areas and State Specific Objectives

*FMCSA establishes annual national priorities (emphasis areas) based on emerging or continuing issues, and will evaluate CVSPs in consideration of these national priorities. Part 3 allows States to address the national emphasis areas/priorities outlined in the MCSAP CVSP Planning Memorandum and any State-specific objectives as necessary. Specific goals and activities must be projected for the three fiscal year period (FYs 2018 - 2020).*

#### Part 3 Section 1 - Enforcement of Federal OOS Orders during Roadside Activities

Please review your State's Federal OOS catch rate during roadside enforcement activities, projected goals, program activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☒ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

#### Instructions:

*FMCSA has established an Out-of-Service (OOS) catch rate of 85 percent for carriers operating while under an OOS order. In this part, States will indicate their catch rate is at least 85 percent by using the check box or completing the problem statement portion below.*

#### Check this box if:

☐ As evidenced by the data provided by FMCSA, the State identifies at least 85 percent of carriers operating under a Federal OOS order during roadside enforcement activities and will not establish a specific reduction goal. However, the State will maintain effective enforcement of Federal OOS orders during roadside inspections and traffic enforcement activities.

#### Narrative Overview for FY 2018 - 2020

**Enter your State's OOS Catch Rate percentage if below 85 percent:** 75%

**Projected Goals for FY 2018 - 2020: Enter a description of the State's performance goals.**

Fiscal Year	Goal (%)
2018	0
2019	0
2020	100

Since this section is being written as of 11/1/2019, only the 2020 goal will be addressed.

**Program Activities for FY 2018 - 2020: Describe policies, procedures, and/or technology that will be utilized to identify OOS carriers at roadside. Include how you will conduct quality assurance oversight to ensure that inspectors are effectively identifying OOS carriers and preventing them from operating.**

Minnesota does not fall at or above the established 85% catch rate for carriers operating while under a Federal out of

service order. Minnesota, with the assistance of our FMCSA State office, holds yearly training given to all of our employees.

This training stresses importance of utilizing the available technology and databases to

ensure all carriers that are inspected have not been placed out of service. When technology allows, all employees are required to check authority and DOT status on a live database during every inspection to ensure no federal out of service orders are in place against the carrier they are inspecting. Minnesota currently uses laptop computers in the squad cars with cell phone style air cards. These air cards allow inspectors to go onto the Internet and access FMCSA's databases. Given Minnesota's geography and technology restraints, especially along the northern border, not every inspector has the ability to access these important databases on every inspection.

***Performance Measurements and Monitoring: Describe all performance measures and how the State will conduct ongoing monitoring of progress in addition to quarterly SF-PPR reporting.***

Minnesota will continue to look online at MCMIS and seek assistance from our State Program Manager at FMCSA on a monthly basis for the newest Carrier Out of Service report. Since Minnesota comes across so few OOS carriers, missing even 1 can place Minnesota below the 85% goal. Any carriers that have a federal out of service order in place that are allowed to proceed following an inspection will be dealt with on a case by case basis.

**Part 3 Section 2 - Passenger Carrier Enforcement**

Please review your State's passenger carrier transportation goals, problem statement narrative, program activities and monitoring. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

**Instructions:**

*FMCSA requests that States conduct enhanced investigations for motor carriers of passengers and other high risk carriers. Additionally, States are asked to allocate resources to participate in the enhanced investigations training being offered by FMCSA. Finally, States are asked to continue partnering with FMCSA in conducting enhanced investigations and inspections at carrier locations.*

**Check this box if:**

☒ As evidenced by the trend analysis data, the State has not identified a significant passenger transportation safety problem. Therefore, the State will not establish a specific passenger transportation goal in the current fiscal year. However, the State will continue to enforce the Federal Motor Carrier Safety Regulations (FMCSRs) pertaining to passenger transportation by CMVs in a manner consistent with the [MCSAP Comprehensive Policy](#) as described either below or in the roadside inspection section.

<b>Part 3 Section 3 - State Specific Objectives – Past</b>
--

No updates are required for this section.

**Instructions:**

*Describe any State-specific CMV problems that were addressed with FY2017 MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc. Report below on year-to-date progress on each State-specific objective identified in the FY 2017 CVSP.*

**Progress Report on State Specific Objectives(s) from the FY 2017 CVSP**

*Please enter information to describe the year-to-date progress on any State-specific objective(s) identified in the State's FY 2017 CVSP. Click on "Add New Activity" to enter progress information on each State-specific objective.*

**Activity #1**

**Activity: Describe State-specific activity conducted from previous year's CVSP.**

Consultant contract to conduct CMV outreach sessions. MnDOT selected a consultant, selected CMV stakeholders, prepared interview questions and scheduled interviews.

**Goal: Insert goal from previous year CVSP (#, %, etc., as appropriate).**

Upon securing MCSAP funds: 1. Within 90 days, contracting process will begin and a consultant selected/retained. 2. Within 5 months, CMV stakeholders will be selected, interview questions will be prepared and a consultant will begin scheduling interviews. 3. Within 7 months, interviews will take place, findings tabulated and presented to MnDOT and DPS.

**Actual: Insert year to date progress (#, %, etc., as appropriate).**

Upon securing MCSAP funds: 1. Within 90 days, contracting process will begin and a consultant selected/retained. - 100% completed. 2. Within 5 months, CMV stakeholders will be selected, interview questions will be prepared and a consultant will begin scheduling interviews. - 100% completed 3. Within 7 months, interviews will take place, findings tabulated and presented to MnDOT and DPS. - It is anticipated the interviews will take place in September and the findings tabulated and presented to MnDOT and DPS in October. 0%

**Narrative: Describe any difficulties achieving the goal, problems encountered, obstacles overcome, lessons learned, etc.**

The original contract was scheduled to end in June 2017. Due to the consultant encountering difficulty soliciting input from CMV stakeholders, the contract was amended to end in October 2017. Given the extension of the contract, the contractor has had additional time to select and schedule interviews with appropriate and willing CMV stakeholders.



**Part 3 Section 4 - State Specific Objectives – Future**

Please review your State specific objectives and narrative overview. Are there changes that need to be made for the upcoming fiscal year? Before selecting "yes," make sure there are changes to be made as once selected, this answer cannot be changed.

- ☐ Yes, the information in this section must be updated for this upcoming fiscal year. I understand that I must click "Save" to save any changes.
- ☐ No, the information in this section remains valid for the upcoming fiscal year and no updates are necessary.

**Instructions:**

*The State may include additional objectives from the national priorities or emphasis areas identified in the MCSAP CVSP Planning Memorandum as applicable. In addition, the State may include any State-specific CMV problems identified in the State that will be addressed with MCSAP funding. Some examples may include hazardous materials objectives, Electronic Logging Device (ELD) implementation, and crash reduction for a specific segment of industry, etc.*

*Describe any State-specific objective(s) identified for FY 2018 - 2020. Click on "Add New Activity" to enter information on each State-specific objective. This is an optional section and only required if a State has identified a specific State problem planned to be addressed with grant funding.*

## Part 4 - Financial Information

### Part 4 Section 1 - Overview

The Spending Plan is an explanation of each budget component, and should support the cost estimates for the proposed work. The Spending Plan should focus on how each item will achieve the proposed project goals and objectives, and explain how costs are calculated. The Spending Plan must be clear, specific, detailed, and mathematically correct. Sources for assistance in developing the Spending Plan include [2 CFR part 200](#), [2 CFR part 1201](#), [49 CFR part 350](#) and the [MCSAP Comprehensive Policy](#).

Before any cost is billed to or recovered from a Federal award, it must be allowable ([2 CFR §200.403](#), [2 CFR §200 Subpart E – Cost Principles](#)), reasonable and necessary ([2 CFR §200.403](#) and [2 CFR §200.404](#)), and allocable ([2 CFR §200.405](#)).

- **Allowable** costs are permissible under the OMB Uniform Guidance, DOT and FMCSA regulations and directives, MCSAP policy, and all other relevant legal and regulatory authority.
- **Reasonable and Necessary** costs are those which a prudent person would deem to be judicious under the circumstances.
- **Allocable** costs are those that are charged to a funding source (e.g., a Federal award) based upon the benefit received by the funding source. Benefit received must be tangible and measurable.
  - For example, a Federal project that uses 5,000 square feet of a rented 20,000 square foot facility may charge 25 percent of the total rental cost.

#### Instructions

The Spending Plan should include costs for FY 2020 only. This applies to States completing a multi-year CVSP or an Annual Update to their multi-year CVSP.

The Spending Plan data tables are displayed by budget category (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual and Subaward, and Other Costs). You may add additional lines to each table, as necessary. Please include clear, concise explanations in the narrative boxes regarding the reason for each cost, how costs are calculated, why they are necessary, and specific information on how prorated costs were determined.

The following definitions describe Spending Plan terminology.

- **Federal Share** means the portion of the total project costs paid by Federal funds. Federal share is 85 percent of the total project costs for this FMCSA grant program.
- **State Share** means the portion of the total project costs paid by State funds. State share is 15 percent of the total project costs for this FMCSA grant program. A State is only required to contribute up to 15 percent of the total project costs of all budget categories combined as State share. A State is NOT required to include a 15 percent State share for each line item in a budget category. The State has the flexibility to select the budget categories and line items where State match will be shown.
- **Total Project Costs** means total allowable costs incurred under a Federal award and all required cost sharing (sum of the Federal share plus State share), including third party contributions.
- **Maintenance of Effort (MOE)** means the level of effort Lead State Agencies are required to maintain each fiscal year in accordance with [49 CFR § 350.301](#). The State has the flexibility to select the budget categories and line items where MOE will be shown. Additional information regarding MOE can be found in the MCSAP Comprehensive Policy (MCP) in section 3.6.

#### On Screen Messages

The system performs a number of edit checks on Spending Plan data inputs to ensure calculations are correct, and values are as expected. When anomalies are detected, alerts will be displayed on screen.

- Calculation of Federal and State Shares

Total Project Costs are determined for each line based upon user-entered data and a specific budget category formula. Federal and State shares are then calculated by the system based upon the Total Project Costs and are added to each line item.

The system calculates an 85 percent Federal share and 15 percent State share automatically and populates these values in each line. Federal share is the product of Total Project Costs x .85. State share equals Total Project Costs minus Federal share. If Total Project Costs are updated based upon user edits to the input values, the 85 and 15 percent values will not be recalculated by the system and should be reviewed and updated by users as necessary.

States may edit the system-calculated Federal and State share values at any time to reflect actual allocation for any line item. For example, States may allocate a different percentage to Federal and State shares. States must ensure that the sum of the Federal and State shares equals the Total Project Costs for each line before proceeding to the next budget category.

An error is shown on line items where Total Project Costs does not equal the sum of the Federal and State shares. Errors must be resolved before the system will allow users to 'save' or 'add' new line items.

Territories must insure that Total Project Costs equal Federal share for each line in order to proceed.

- **MOE Expenditures**

States may enter MOE on individual line items in the Spending Plan tables. The Personnel, Fringe Benefits, Equipment, Supplies, and Other Costs budget activity areas include edit checks on each line item preventing MOE costs from exceeding allowable amounts.

- If "Percentage of Time on MCSAP grant" equals 100%, then MOE must equal \$0.00.
- If "Percentage of Time on MCSAP grant" equals 0%, then MOE may equal up to Total Project Costs as expected at 100%.
- If "Percentage of Time on MCSAP grant" > 0% AND < 100%, then the MOE maximum value cannot exceed "100% Total Project Costs" minus "system-calculated Total Project Costs".

An error is shown on line items where MOE expenditures are too high. Errors must be resolved before the system will allow users to 'save' or 'add' new line items.

The Travel and Contractual budget activity areas do not include edit checks for MOE costs on each line item. States should review all entries to ensure costs reflect estimated expenditures.

- **Financial Summary**

The Financial Summary is a summary of all budget categories. The system provides warnings to the States on this page if the projected State Spending Plan totals are outside FMCSA's estimated funding amounts. States should review any warning messages that appear on this page and address them prior to submitting the eCVSP for FMCSA review.

The system will confirm that:

- Overtime value does not exceed the FMCSA limit.
- Planned MOE Costs equal or exceed FMCSA limit.
- States' proposed Federal and State share totals are each within \$5 of FMCSA's Federal and State share estimated amounts.
- Territories' proposed Total Project Costs are within \$5 of \$350,000.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$7,025,144.00	\$1,239,730.00	\$8,264,874.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of MCSAP Award Amount ):	\$1,239,730.00
MOE Baseline:	\$1,161,399.13

## Part 4 Section 2 - Personnel

Personnel costs are salaries for employees working directly on a project.

**Note: Do not include any personally identifiable information (PII) in the CVSP. The final CVSP approved by FMCSA is required to be posted to a public FMCSA website.**

List grant-funded staff who will complete the tasks discussed in the narrative descriptive sections of the CVSP. Positions may be listed by title or function. It is not necessary to list all individual personnel separately by line. The State may use average or actual salary and wages by personnel category (e.g., Trooper, Civilian Inspector, Admin Support, etc.). Additional lines may be added as necessary to capture all your personnel costs.

The percent of each person's time must be allocated to this project based on the amount of time/effort applied to the project. For budgeting purposes, historical data is an acceptable basis.

**Note:** Reimbursement requests must be based upon documented time and effort reports. Those same time and effort reports may be used to estimate salary expenses for a future period. For example, a MCSAP officer's time and effort reports for the previous year show that he/she spent 35 percent of his/her time on approved grant activities. Consequently, it is reasonable to budget 35 percent of the officer's salary to this project. For more information on this item see [2 CFR §200.430](#).

In the salary column, enter the salary for each position.

Total Project Costs equal the Number of Staff x Percentage of Time on MCSAP grant x Salary for both Personnel and Overtime (OT).

If OT will be charged to the grant, only OT amounts for the Lead MCSAP Agency should be included in the table below. If the OT amount requested is greater than the 15 percent limitation in the MCSAP Comprehensive Policy (MCP), then justification must be provided in the CVSP for review and approval by FMCSA headquarters.

Activities conducted on OT by subrecipients under subawards from the Lead MCSAP Agency must comply with the 15 percent limitation as provided in the MCP. Any deviation from the 15 percent limitation must be approved by the Lead MCSAP Agency for the subrecipients.

### Summary of MCSAP Funding Limitations

Allowable amount for Lead MCSAP Agency Overtime without written justification (15% of MCSAP Award Amount):	\$1,239,730.00
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Personnel: Salary and Overtime Project Costs							
Salary Project Costs							
Position(s)	# of Staff	% of Time on MCSAP Grant	Salary	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Lieutenant	5	66.0000	\$94,931.20	\$313,272.96	\$266,282.02	\$46,990.94	\$0.00
Lieutenant SB	1	22.0000	\$94,931.20	\$20,884.86	\$17,752.13	\$3,132.73	\$0.00
Lieutenant	1	66.0000	\$93,121.60	\$61,460.25	\$52,241.21	\$9,219.04	\$0.00
Lieutenant	1	66.0000	\$88,464.40	\$58,386.50	\$49,628.53	\$8,757.97	\$0.00
Technical Sgt (66%)35	9	66.0000	\$81,910.40	\$486,547.77	\$413,565.61	\$72,982.16	\$0.00
Technical Sgt SB	3	22.0000	\$81,910.40	\$54,060.86	\$45,951.73	\$8,109.13	\$0.00
Technical Sgt	1	66.0000	\$75,795.20	\$50,024.83	\$42,521.11	\$7,503.72	\$0.00
Technical Sgt	1	66.0000	\$72,800.00	\$48,048.00	\$40,840.80	\$7,207.20	\$0.00
CVI 3	3	66.0000	\$64,417.60	\$127,546.84	\$108,414.81	\$19,132.03	\$0.00
CVI 3 SB	1	22.0000	\$64,417.60	\$14,171.87	\$12,046.09	\$2,125.78	\$0.00
CVI 3	2	66.0000	\$61,859.20	\$81,654.14	\$69,406.02	\$12,248.12	\$0.00
CVI 2	14	66.0000	\$59,363.20	\$548,515.96	\$466,238.57	\$82,277.39	\$0.00
CVI 2 SB	10	22.0000	\$59,363.20	\$130,599.04	\$111,009.18	\$19,589.86	\$0.00
CVI 2	3	66.0000	\$57,782.40	\$114,409.15	\$97,247.78	\$17,161.37	\$0.00
CVI 2 SB	1	22.0000	\$57,782.40	\$12,712.12	\$10,805.30	\$1,906.82	\$0.00
CVI 2	4	66.0000	\$56,160.00	\$148,262.40	\$126,023.04	\$22,239.36	\$0.00
CVI 2 SB	1	22.0000	\$56,160.00	\$12,355.20	\$10,501.92	\$1,853.28	\$0.00
CVI 2	1	66.0000	\$54,641.60	\$36,063.45	\$30,653.93	\$5,409.52	\$0.00
CVI 2 SB	1	22.0000	\$54,641.60	\$12,021.15	\$10,217.98	\$1,803.17	\$0.00
CVI 2	1	66.0000	\$48,568.00	\$32,054.88	\$27,246.65	\$4,808.23	\$0.00
CVI 2 SB	1	22.0000	\$47,112.00	\$10,364.64	\$8,809.94	\$1,554.70	\$0.00
CVI 2	2	66.0000	\$45,968.00	\$60,677.76	\$51,576.10	\$9,101.66	\$0.00
Office Services Support	1	66.0000	\$46,467.20	\$30,668.35	\$26,068.10	\$4,600.25	\$0.00
Office Services Support	1	66.0000	\$42,889.60	\$28,307.13	\$24,061.06	\$4,246.07	\$0.00
Office Services Support	1	66.0000	\$39,728.00	\$26,220.48	\$22,287.41	\$3,933.07	\$0.00
Office Services Support	1	66.0000	\$37,544.00	\$24,779.04	\$21,062.18	\$3,716.86	\$0.00
CVI 2	1	66.0000	\$43,409.60	\$28,650.33	\$24,352.78	\$4,297.55	\$0.00
Captain	1	66.0000	\$105,705.60	\$69,765.69	\$59,300.84	\$10,464.85	\$0.00
Technical Sgt (26@66%)	26	0.0000	\$81,910.40	\$0.00	\$0.00	\$0.00	\$1,161,399.13
MCSAP salaries	1	100.0000	\$193,553.07	\$193,553.07	\$164,520.11	\$29,032.96	\$0.00
MCSAP Salaries	1	100.0000	\$310,250.77	\$310,250.77	\$0.00	\$310,250.77	\$0.00
<b>Subtotal: Salary</b>				<b>\$3,146,289.49</b>	<b>\$2,410,632.93</b>	<b>\$735,656.56</b>	<b>\$1,161,399.13</b>
Overtime Project Costs							
Overtime-Border	1	100.0000	\$75,000.00	\$75,000.00	\$63,750.00	\$11,250.00	\$0.00
Overtime	1	100.0000	\$125,000.00	\$125,000.00	\$106,250.00	\$18,750.00	\$0.00
<b>Subtotal: Overtime</b>				<b>\$200,000.00</b>	<b>\$170,000.00</b>	<b>\$30,000.00</b>	<b>\$0.00</b>
<b>TOTAL: Personnel</b>				<b>\$3,346,289.49</b>	<b>\$2,580,632.93</b>	<b>\$765,656.56</b>	<b>\$1,161,399.13</b>
<b>Accounting Method:</b>	<b>Cash</b>						

**Enter a detailed explanation of how the personnel costs were derived and allocated to the MCSAP project.**

Minnesota does not have one employee of the Commercial Vehicle District that is funded solely by one grant, including our own state funding. Our personnel are given explicit instructions on the coding of their time, and each are required to complete a weekly report that is a true and accurate record of what they accomplished each day. These reports are reviewed by their supervisor and our time keeper

to ensure the weekly report is completed accurately. The report not only dictates what the employee did for activity, but also which grant or fund the activity completed is associated with.

The Minnesota State Patrol utilizes all of our required Match and MOE funds towards personnel salaries, as it is the majority of the grant expenditure in executing our safety plan. We have used their position's actual rate, and used a 2080 hour work year to estimate cost. Using actual performance data, we have calculated that our School Bus employees spend an average of 22% of their time conducting MCSAP grant eligible activities. Their line item labels will show them as "SB" (school bus) employees.

\*\*\* Due to the limitations of the template above, it may appear that only certain positions' salaries are being calculated toward the MOE and Match categories. This is not true. Any position may have MCSAP eligible salaries attributed to the Match and MOE calculations.

Another detail that should be noted is that when a salary, above, was attributed to the MOE column, the template required a MCSAP percentage of 0% to be listed in order to have the dollar amount totalled in the MOE total. This is not a true reflection of the percentage of MCSAP work performed by the position. The amount listed in the MOE column is based off the 66% MCSAP activity of typical personnel, or the 22% MCSAP activity performed by our School Bus personnel.

Since the personnel tasked to complete MCSAP work under the federal grant for the MN State Patrol are not 100% funded by the grant, the MN State Patrol wishes to continue to allocate time off taken by staff to the MCSAP grant. Time off includes sick time, comp time, vacation time, holiday pay, alternative holiday pay, and floating holiday. This allocation is reasonable, allocable towards the grant, and will be based on actual costs. This allocation will usually be factored quarterly, with the total allocation for all staff being applied as a separate line item, within the invoice/voucher, as a 'match expense' against the total required state match and MOE. The report containing all the applicable calculations will be available as part of the grant package at the time of vouchering.

The allocation of time off will be an actual cost, based on the regular hours worked for each program, for each individual, for each pay period. Time off is not listed as its own line in the salary projections, as it is already calculated into the State Share column of each individual position.

## Part 4 Section 3 - Fringe Benefits

*Fringe costs are benefits paid to employees, including the cost of employer's share of FICA, health insurance, worker's compensation, and paid leave. Only non-Federal grantees that use the **accrual basis** of accounting may have a separate line item for leave, and is entered as the projected leave expected to be accrued by the personnel listed within Part 4.2 – Personnel. Reference [2 CFR §200.431\(b\)](#).*

*Show the fringe benefit costs associated with the staff listed in the Personnel section. Fringe costs may be estimates, or based on a fringe benefit rate approved by the applicant's Federal cognizant agency for indirect costs. If using an approved rate, a copy of the indirect cost rate agreement must be provided through grants.gov. For more information on this item see [2 CFR §200.431](#).*

*Show how the fringe benefit amount is calculated (i.e., actual fringe benefits, rate approved by HHS Statewide Cost Allocation or cognizant agency). Include a description of the specific benefits that are charged to a project and the benefit percentage or total benefit cost.*

*The cost of fringe benefits are allowable if:*

- Costs are provided under established written policies.
- Costs are equitably allocated to all related activities, including Federal awards.
- Accounting basis (cash or accrual) selected for each type of leave is consistently followed by the non-Federal entity or specified grouping of employees.

*Depending on the State, there are fixed employer taxes that are paid as a percentage of the salary, such as Social Security, Medicare, State Unemployment Tax, etc.*

- For each of these standard employer taxes, under Position you may list "All Positions," the benefits would be the respective standard employer taxes, followed by the respective rate with a base being the total salaries for Personnel in Part 4.2.
- The base multiplied by the respective rate would give the total for each standard employer tax. Workers' Compensation is rated by risk area. It is permissible to enter this as an average, usually between sworn and unsworn—any grouping that is reasonable and clearly explained in the narrative is allowable.
- Health Insurance and Pensions can vary greatly and can be averaged; and like Workers' Compensation, can sometimes be broken into sworn and unsworn.

*In the Position column include a brief position description that is associated with the fringe benefits.*

*The **Fringe Benefit Rate** is:*

- The rate that has been approved by the State's cognizant agency for indirect costs; or a rate that has been calculated based on the aggregate rates and/or costs of the individual items that your agency classifies as fringe benefits.
- For example, your agency pays 7.65 percent for FICA, 42.05 percent for health/life/dental insurance, and 15.1 percent for retirement. The aggregate rate of 64.8 percent (sum of the three rates) may be applied to the salaries/wages of personnel listed in the table.

*The **Base Amount** is:*

- The salary/wage costs within the proposed budget to which the fringe benefit rate will be applied.
- For example, if the total wages for all grant-funded staff is \$150,000 and the percentage of time on the grant is 50 percent, then that is the amount the fringe rate of 64.8 (from the example above) will be applied. The calculation is:  $\$150,000 \times 64.8 \times 50\% / 100 = \$48,600$  Total Project Costs.

*Total Project Costs equal the Fringe Benefit Rate x Percentage of Time on MCSAP grant x Base Amount divided by 100.*



Fringe Benefits Project Costs							
Position(s)	Fringe Benefit Rate	% of Time on MCSAP Grant	Base Amount	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Lieutenant (5)	40.0000	66.0000	\$474,656.00	\$125,309.18	\$106,512.80	\$18,796.38	\$0.00
Lieutenant SB	40.0000	22.0000	\$94,931.20	\$8,353.94	\$7,100.85	\$1,253.09	\$0.00
Lieutenant	40.0000	66.0000	\$93,121.60	\$24,584.10	\$20,896.49	\$3,687.61	\$0.00
Lieutenant	40.0000	66.0000	\$88,464.40	\$23,354.60	\$19,851.41	\$3,503.19	\$0.00
Technical Sgt (30)	40.0000	66.0000	\$2,457,312.00	\$648,730.36	\$551,420.81	\$97,309.55	\$0.00
Technical Sgt SB (3)	40.0000	22.0000	\$245,731.20	\$21,624.34	\$18,380.69	\$3,243.65	\$0.00
Technical Sgt	40.0000	66.0000	\$75,795.20	\$20,009.93	\$17,008.44	\$3,001.49	\$0.00
Technical Sgt	40.0000	66.0000	\$72,800.00	\$19,219.20	\$16,336.32	\$2,882.88	\$0.00
CVI 3 (3)	40.0000	66.0000	\$193,252.80	\$51,018.73	\$43,365.92	\$7,652.81	\$0.00
CVI 3 SB	40.0000	22.0000	\$64,417.60	\$5,668.74	\$4,818.43	\$850.31	\$0.00
CVI 3 (2)	40.0000	66.0000	\$123,718.40	\$32,661.65	\$27,762.40	\$4,899.25	\$0.00
CVI 2 (14)	40.0000	66.0000	\$831,084.80	\$219,406.38	\$186,495.42	\$32,910.96	\$0.00
CVI 2 SB (10)	40.0000	22.0000	\$593,632.00	\$52,239.61	\$44,403.67	\$7,835.94	\$0.00
CVI 2 (3)	40.0000	66.0000	\$173,347.20	\$45,763.66	\$38,899.11	\$6,864.55	\$0.00
CVI 2 SB	40.0000	22.0000	\$57,782.40	\$5,084.85	\$4,322.12	\$762.73	\$0.00
CVI 2 (4)	40.0000	66.0000	\$224,640.00	\$59,304.96	\$50,409.22	\$8,895.74	\$0.00
CVI 2 SB	40.0000	22.0000	\$56,160.00	\$4,942.08	\$4,200.77	\$741.31	\$0.00
CVI 2	40.0000	66.0000	\$54,641.60	\$14,425.38	\$12,261.57	\$2,163.81	\$0.00
CVI 2 SB	40.0000	22.0000	\$54,641.60	\$4,808.46	\$4,087.19	\$721.27	\$0.00
CVI 2	40.0000	66.0000	\$48,568.00	\$12,821.95	\$10,898.66	\$1,923.29	\$0.00
CVI 2 SB	40.0000	22.0000	\$47,112.00	\$4,145.85	\$3,523.97	\$621.88	\$0.00
CVI 2 (2)	40.0000	66.0000	\$91,936.00	\$24,271.10	\$20,630.44	\$3,640.66	\$0.00
Office Services Support	40.0000	66.0000	\$46,467.20	\$12,267.34	\$10,427.24	\$1,840.10	\$0.00
Office Services Support	40.0000	66.0000	\$42,889.60	\$11,322.85	\$9,624.42	\$1,698.43	\$0.00
Office Services Support	40.0000	66.0000	\$39,728.00	\$10,488.19	\$8,914.96	\$1,573.23	\$0.00
Office Services Support	40.0000	66.0000	\$37,544.00	\$9,911.61	\$8,424.87	\$1,486.74	\$0.00
CVI 2	40.0000	66.0000	\$43,409.60	\$11,460.13	\$9,741.11	\$1,719.02	\$0.00
CVI 2 (2)	40.0000	66.0000	\$84,448.00	\$22,294.27	\$18,950.13	\$3,344.14	\$0.00
Captain	40.0000	66.0000	\$105,705.60	\$27,906.27	\$23,720.33	\$4,185.94	\$0.00
MCSAP Salaries Fringe	100.0000	100.0000	\$147,488.00	\$147,488.00	\$125,364.80	\$22,123.20	\$0.00
<b>TOTAL: Fringe Benefits</b>				<b>\$1,680,887.71</b>	<b>\$1,428,754.56</b>	<b>\$252,133.15</b>	<b>\$0.00</b>

**Enter a detailed explanation of how the fringe benefit costs were derived and allocated to the MCSAP project.**

Minnesota does not use a rate to calculate fringe costs. Our percentage is based on and derived from actual costs for State fiscal year 2019. A total including the FICA Tax, Health Insurance, Employer retirement, and "Other" (including but not limited to premium pay, severance pay, vacation liquidation, worker's compensation, insurance for early retirees, and unemployment compensation) is added together and divided by regular pay totals for each position. This gives us our working percentage rate for each position, but may not be an accurate reflection of the elective coverage costs incurred by each individual employee. Each percentage is then multiplied by the projected total costs for each position.

The actual fringe amount has been around 40% of the total salary expense depending on the employee classification. This fringe amount is only applicable to those employees previously listed as having their MCSAP related salary reimbursed with the 85% (federal) grant money.

Below is the breakdown of fringe expenditures. It is important to note that some are based on a percentage, while others are a flat rate regardless of the amount earned.

**\*\*Additional Information:** Minnesota does include fringe in MOE. When we report our MOE, it includes fringe costs, but is not separated out.

\*Semi-monthly rates

Category Rate / Amount

FICA 6.2%

Medicare Tax 1.45%

Retirement 24.1%

Health (employee coverage) \$299.63\*

Health (employee & dependent coverage) \$819.90\*

Dental (employee coverage) \$14.68\*

Dental (employee & dependent coverage) \$31.51\*



Basic Life \$4.82\*

\*\*\*\*\*

**Part 4 Section 4 - Travel**

*Itemize the positions/functions of the people who will travel. Show the estimated cost of items including but not limited to, lodging, meals, transportation, registration, etc. Explain in detail how the MCSAP program will directly benefit from the travel.*

*Travel costs are funds for field work or for travel to professional meetings.*

*List the purpose, number of persons traveling, number of days, percentage of time on MCSAP Grant, and total project costs for each trip. If details of each trip are not known at the time of application submission, provide the basis for estimating the amount requested. For more information on this item see [2 CFR §200.474](#).*

*Total Project Costs should be determined by State users, and manually input in the table below. There is no system calculation for this budget category.*

Travel Project Costs							
Purpose	# of Staff	# of Days	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
CVSP Planning Conference	1	4	100.0000	\$1,500.00	\$1,500.00	\$0.00	\$0.00
CVSA Fall Conference	3	4	100.0000	\$5,000.00	\$5,000.00	\$0.00	\$0.00
CVSA Spring Conference	3	4	100.0000	\$5,000.00	\$5,000.00	\$0.00	\$0.00
COHMED Conference	1	5	100.0000	\$1,600.00	\$1,600.00	\$0.00	\$0.00
In-State Travel	0	0	100.0000	\$44,000.00	\$44,000.00	\$0.00	\$0.00
Out-of-State Travel	0	0	100.0000	\$11,500.00	\$11,500.00	\$0.00	\$0.00
<b>TOTAL: Travel</b>				<b>\$68,600.00</b>	<b>\$68,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

***Enter a detailed explanation of how the travel costs were derived and allocated to the MCSAP project.***

Minnesota is reserving out of state travel money for training and other meetings sanctioned by FMCSA (i.e. Level VI certification that only comes around once every few years and is difficult to predict, or MCSAP leadership conferences).

Historically, every outstate travel event has an associated cost of approximately 1,500 dollars per employee. This covers the cost of the airfare, lodging, meals, and all other applicable expenditures associated with travel. Minnesota sends an average of 2-3 personnel to the semi-annual CVSA Conferences. Our Grants Coordinator Lieutenant attends the yearly CVSP planning meeting with FMCSA.

Regarding In-State travel, a majority of our personnel live and work outside of the Twin Cities Metropolitan area, where our district office is located. Most of our meetings and training sessions take place at our district office; this requires all of our personnel who live more than an hour away to stay at our contract hotel.

Minnesota has approximately 60 employees that travel in-state for MCSAP eligible training, for up to 4 nights at a time. In the last year, Minnesota has booked 148 hotel reservations for MCSAP eligible training events.

The hotel rate is currently \$77.09 dollars a night. Per their union contracts, our employees are allowed to seek reimbursement for meals when they travel outside of their assigned work area. Uniformed Troopers currently have their reimbursement rate set at \$36 per day. Our civilian CVIs and Supervisors have their meal reimbursement rate also at \$36 per day. Most meetings and training sessions are not planned out far in advance, therefore the 44,000 dollars budgeted for Minnesota's in-state travel is based off historical data. We can't provide any specific, detailed information regarding this area of travel as things are not planned that far out in advance.



**Part 4 Section 5 - Equipment**

*Equipment is tangible or intangible personal property. It includes information technology systems having a useful life of more than one year, and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the non-Federal entity (i.e., the State) for financial statement purposes, or \$5,000.*

- If your State's equipment capitalization threshold is below \$5,000, check the box below and provide the threshold amount. See [§200.12](#) Capital assets, [§200.20](#) Computing devices, [§200.48](#) General purpose equipment, [§200.58](#) Information technology systems, [§200.89](#) Special purpose equipment, and [§200.94](#) Supplies.

*Show the total cost of equipment and the percentage of time dedicated for MCSAP related activities that the equipment will be billed to MCSAP. For example, you intend to purchase a server for \$5,000 to be shared equally among five programs, including MCSAP. The MCSAP portion of the total cost is \$1,000. If the equipment you are purchasing will be capitalized (depreciated), you may only show the depreciable amount, and not the total cost ([2 CFR §200.436](#) and [2 CFR §200.439](#)). If vehicles or large IT purchases are listed here, the applicant must disclose their agency's capitalization policy.*

*Provide a description of the equipment requested. Include the quantity, the full cost of each item, and the percentage of time this item will be dedicated to MCSAP grant.*

*Total Project Costs equal the Number of Items x Full Cost per Item x Percentage of Time on MCSAP grant.*

Equipment Project Costs							
Item Name	# of Items	Full Cost per Item	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Squad	17	\$38,521.45	66	\$432,210.66	\$432,210.66	\$0.00	\$0.00
Performance Based Brake Tester and ramps	1	\$160,000.00	100	\$160,000.00	\$160,000.00	\$0.00	\$0.00
PBBT Ramps	4	\$3,200.00	100	\$12,800.00	\$12,800.00	\$0.00	\$0.00
Laptops	20	\$4,000.00	66	\$52,800.00	\$52,800.00	\$0.00	\$0.00
CMV ECU Interface	2	\$25,000.00	100	\$50,000.00	\$50,000.00	\$0.00	\$0.00
<b>TOTAL: Equipment</b>				<b>\$707,810.66</b>	<b>\$707,810.66</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Equipment threshold is \$3,000</b>							

**Enter a detailed explanation of how the equipment costs were derived and allocated to the MCSAP project.**

Currently, Minnesota has 17 SUVs that are in most need of replacement. All of these vehicles have repair/maintenance costs and downtime that are continuing to increase. These vehicles are necessary in order to fulfill the proposed activities detailed in Minnesota's Commercial Vehicle Safety Plan. The approximate costs of outfitting these vehicles includes some standard equipment added such as watchdog cameras, laptop computers, and the cost of outfitting.

\*\*Because Minnesota does not have any personnel tied 100% to particular program, Federal or State, a funding split is utilized for equipment purchases that are not 100% associated with MCSAP eligible work. Minnesota has provided justification to our FMCSA State Division Administrator to show the funding split justification, and it has been approved. For the vehicles that are assigned to our Troopers and CVIs who conduct CMV inspections, 66% of the cost is expensed to our MCSAP budget. The remaining funds for the purchase will be paid with our own state funding. This approved funding split, 66% MCSAP grant, and 34% state funding, is based on a review of the total number of regular hours each category of employee worked for a year. All regular hours for each type of employee are tabulated in a spread sheet, with the exact percentage of time to each grant or funding calculated. These calculations produce the 66% and 34% funding split that has been approved.

Minnesota would like to buy another Performance Based Brake Tester. Minnesota has identified this as an area of enforcement that we wish to supplement. Minnesota would be able to transport a mobile PBBT to various events throughout the year and stage it useful areas between emphasis and saturation events. Since the PBBT would only be used for MCSAP eligible work, the % set for the line item is 100.

Minnesota has also identified a need for additional ramps for our PBBT trailer. The additional ramps would assist by decreasing the entrance and departure angles of CMVs with lesser ground clearance. Since the ramps would only be used for MCSAP eligible work, the % set for the line item is 100%.

As crash reconstruction technology evolves, so does the need for advanced equipment to assist with commercial motor vehicle collision investigation. Similar to passenger cars, commercial motor vehicles are equipped with modules that monitor the vehicles behavior prior to a crash (Electronic Control Unit or ECU). Data regarding vehicle speeds, hard braking called quick stop events are recorded within these modules and are susceptible to loss/ spoilage depending on how they are set up. The ability to retrieve this data on scene or at a tow yard before it is lost is very important. The Minnesota State Patrol is currently not equipped with the systems needed to retrieve vital data from commercial motor vehicle electronic control modules. The information retrieved from the ECU will substantiate information provided to the investigators as well as corroborating their opinions and conclusions.

In the course of investigating a CMV involved fatality, the Minnesota State Patrol currently partners with a local business to retrieve ECU data at a cost of \$800-1000 per ECU. Minnesota has historically had 50 or more CMV involved fatalities per year. At the cost of \$25,000 per kit, each kit would essentially pay for itself in 6 months time.

Research conducted by our crash reconstruction team has determined the equipment needed to best aid the Minnesota State Patrol Commercial Vehicle Section in investigating commercial motor vehicle collisions. A single kit from Synercon Technologies offers the equipment listed below:

- - Forensic Link Adapter- Interface module required to image data through the deutsche connector (direct to vehicle image).
  - Smart Sensor Simulator 2- Adaptor for the Forensic Link Adapter Interface in the event the vehicle cannot be started or back powered. This gives us the ability to plug directly into the modules to image the data.
  - TruckCRYPT 3 Software- Software required to operate the interface and adaptor.

Similar to passenger car crash data retrieval, there are numerous cables needed to fit the different ECU systems used on different engine types and braking systems. Purchasing the cables individually costs more than the "Ultimate" kit which Synercon Technologies has created. This kit contains the interface, adaptor, three year software subscription/ support, 22 cables (most common engine types) as well as Bendix and Wabco ABS brake system cables. Purchasing two kits would allow the state patrol to easily cover all districts.

**Part 4 Section 6 - Supplies**

*Supplies means all tangible property other than that described in [§200.33](#) Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also [§200.20](#) Computing devices and [§200.33](#) Equipment.*

*Estimates for supply costs may be based on the same allocation as personnel. For example, if 35 percent of officers' salaries are allocated to this project, you may allocate 35 percent of your total supply costs to this project. A different allocation basis is acceptable, so long as it is reasonable, repeatable and logical, and a description is provided in the narrative.*

*Provide a description of each unit/item requested, including the quantity of each unit/item, the unit of measurement for the unit/item, the cost of each unit/item, and the percentage of time on MCSAP grant.*

*Total Project Costs equal the Number of Units x Cost per Unit x Percentage of Time on MCSAP grant.*

Supplies Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Uniforms, Vehicle Parts	1 0	\$119,200.00	100.0000	\$119,200.00	\$119,200.00	\$0.00	\$0.00
Office Supplies	1 0	\$10,000.00	100.0000	\$10,000.00	\$10,000.00	\$0.00	\$0.00
<b>TOTAL: Supplies</b>				<b>\$129,200.00</b>	<b>\$129,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

***Enter a detailed explanation of how the supply costs were derived and allocated to the MCSAP project.***

Minnesota bases the "Supply" amount on historical data for our agency.

Minnesota's internal accounting system classifies uniforms and vehicle parts as "supplies." The limitations of the accounting system do not allow us to break these costs down into further defined categories.

In the last year Minnesota spent \$30,000 on uniforms, and another \$5,000 in alteration expenses.

When Minnesota makes a uniform order, our vendor requires a minimum order of 400 articles due to the unique color of our uniforms, so we make an order based on need. There is not always a need to buy uniforms every year, unless our usage takes us over that threshold of 400. We have multiple uniforms requiring multiple accessories, including but not limited to, patches, badges, rank insignia, nametags, neckties, hats, etc. A typical uniform shirt costs and average of \$55, and typical uniform pant costs an average of \$65. Minnesota makes several jackets available for different weather conditions and those can cost anywhere from \$80-140.

In the last year, Minnesota spent \$85,000 in squad repair (parts and labor), and maintenance. This would include everything from regular fluid changes and filter replacements, to drive train failures, to crash related repairs.

Miscellaneous expenses are supplies that Minnesota currently uses for the MCSAP program, but may have premature or unexpected failure in their useful life. Since there is no way to fully plan for these failures, and Minnesota doesn't wish to delay the MCSAP program activities, we have this budget to cover those replacement costs.

The use of the 100% calculation is a result of the limitation of the CVSP template in relation to our accounting system. For the purposes of the CVSP budget, we do not attribute supply costs toward our state share. Rather, we take our total supply costs, and only seek reimbursement through the grant for the MCSAP eligible portion of the costs based on the agreed percentage split for each year. Therefore the dollar figure represented in the supply budget is our projection of the MCSAP eligible portion of our anticipated supply expenditures.

The office supply category will be used for paper, printer cartridges, and other typical/necessary items for our offices.

Minnesota only charges supply expenditures based on the approved funding appropriation with our state's Division Administrator, which is 66% of the total cost.



## Part 4 Section 7 - Contractual and Subaward

This section includes contractual costs and subawards to subrecipients. Use the table below to capture the information needed for both contractual agreements and subawards. The definitions of these terms are provided so the instrument type can be entered into the table below.

**Contractual** – A contract is a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award ([2 CFR §200.22](#)). All contracts issued under a Federal award must comply with the standards described in [2 CFR §200 Procurement Standards](#).

**Note:** Contracts are separate and distinct from subawards; see [2 CFR §200.330](#) for details.

**Subaward** – A subaward is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract ([2 CFR §200.92](#) and [2 CFR §200.330](#)).

**Subrecipient** - Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program, but does not include an individual who is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency ([2 CFR §200.93](#)).

Enter the legal name of the vendor or subrecipient if known. If unknown at this time, please indicate 'unknown' in the legal name field. Include a description of services for each contract or subaward listed in the table. Entering a statement such as "contractual services" with no description will not be considered meeting the requirement for completing this section.

Enter the DUNS or EIN number of each entity. There is a drop-down option to choose either DUNS or EIN, and then the State must enter the corresponding identification number.

Select the Instrument Type by choosing either Contract or Subaward for each entity.

Total Project Costs should be determined by State users and input in the table below. The tool does not automatically calculate the total project costs for this budget category.

**Operations and Maintenance**-If the State plans to include O&M costs that meet the definition of a contractual or subaward cost, details must be provided in the table and narrative below.

Please describe the activities these costs will be using to support (i.e., ITD, PRISM, SSDQ or other services.)

Contractual and Subaward Project Costs							
Legal Name	DUNS/EIN Number	Instrument Type	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Minnesota Department of Transportation	DUNS 957271604	Subrecipient	100.0000	\$1,479,601.94	\$1,257,661.65	\$221,940.29	\$0.00
Description of Services: Investigations, New Entrant Audits, and Education and Outreach							
<b>TOTAL: Contractual and Subaward</b>				<b>\$1,479,601.94</b>	<b>\$1,257,661.65</b>	<b>\$221,940.29</b>	<b>\$0.00</b>

**Enter a detailed explanation of how the contractual and subaward costs were derived and allocated to the MCSAP project.**

The Minnesota Department of Transportation(MnDOT) is a sub-grantee. They are required to match their grant award amount. As explained earlier, MnDOT personnel are assigned to complete Investigations (CR's), New Entrant Audits, conduct the minimum required inspections to maintain certification in North American Standard, conduct inspections in Passenger Carrier and Haz-Mat Carriers, and participate in public education and awareness activities.



## Part 4 Section 8 - Other Costs

*Other Costs are those not classified elsewhere and are allocable to the Federal award. These costs must be specifically itemized and described. The total costs and allocation bases must be explained in the narrative. Examples of Other Costs may include utilities and/or leased equipment, employee training tuition, meeting registration costs, etc. The quantity, unit of measurement (e.g., monthly, annually, each, etc.), unit cost, and percentage of time on MCSAP grant must be included.*

**Operations and Maintenance**—If the State plans to include O&M costs that do not meet the definition of a contractual or subaward cost, details must be provided in the table and narrative below. Please identify these costs as ITD O&M, PRISM O&M, or SSDQ O&M. Sufficient detail must be provided in the narrative that explains what components of the specific program are being addressed by the O&M costs.

*Enter a description of each requested Other Cost.*

*Enter the number of items/units, the unit of measurement, the cost per unit/item, and the percentage of time dedicated to the MCSAP grant for each Other Cost listed. Show the cost of the Other Costs and the portion of the total cost that will be billed to MCSAP. For example, you intend to purchase air cards for \$2,000 to be shared equally among five programs, including MCSAP. The MCSAP portion of the total cost is \$400.*

*Total Project Costs equal the Number of Units x Cost per Item x Percentage of Time on MCSAP grant.*

### Indirect Costs

Information on Indirect Costs ([2 CFR §200.56](#)) is captured in this section. This cost is allowable only when an approved indirect cost rate agreement has been provided. Applicants may charge up to the total amount of the approved indirect cost rate multiplied by the eligible cost base. Applicants with a cost basis of salaries/wages and fringe benefits may only apply the indirect rate to those expenses. Applicants with an expense base of modified total direct costs (MTDC) may only apply the rate to those costs that are included in the MTDC base ([2 CFR §200.68](#)).

- **Cost Basis** — is the accumulated direct costs (normally either total direct salaries and wages or total direct costs exclusive of any extraordinary or distorting expenditures) used to distribute indirect costs to individual Federal awards. The direct cost base selected should result in each Federal award bearing a fair share of the indirect costs in reasonable relation to the benefits received from the costs.
- **Approved Rate** — is the rate in the approved Indirect Cost Rate Agreement.
- **Eligible Indirect Expenses** — means after direct costs have been determined and assigned directly to Federal awards and other activities as appropriate. Indirect costs are those remaining to be allocated to benefitted cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.
- **Total Indirect Costs** equal Approved Rate x Eligible Indirect Expenses divided by 100.

### Your State will claim reimbursement for Indirect Costs.

Indirect Costs					
Cost Basis	Approved Rate	Eligible Indirect Expenses	Total Indirect Costs	Federal Share	State Share
Salaries, Wages and Fringe (SWF)	8.59	\$4,954,655.18	\$425,604.87	\$425,604.87	\$0.00
<b>TOTAL: Indirect Costs</b>			<b>\$425,604.87</b>	<b>\$425,604.87</b>	<b>\$0.00</b>

Other Costs Project Costs							
Item Name	# of Units/ Unit of Measurement	Cost per Unit	% of Time on MCSAP Grant	Total Project Costs (Federal + State)	Federal Share	State Share	MOE
Building Lease	1 Year	\$166,476.13	100.0000	\$166,476.13	\$166,476.13	\$0.00	\$0.00
Fuel	1 Agency	\$141,163.20	100.0000	\$141,163.20	\$141,163.20	\$0.00	\$0.00
Maintenance of MCSAP vehicles not under contract	1 Agency	\$80,000.00	100.0000	\$80,000.00	\$80,000.00	\$0.00	\$0.00
Communications (aircards, mobile phones, etc.)	1 Agency	\$16,000.00	100.0000	\$16,000.00	\$16,000.00	\$0.00	\$0.00
CVSA membership	1 Agency	\$14,000.00	100.0000	\$14,000.00	\$14,000.00	\$0.00	\$0.00
CVSA Decals/Printing	7000 Decal	\$0.32	100.0000	\$2,240.00	\$2,240.00	\$0.00	\$0.00
Postage	1 Agency	\$2,000.00	100.0000	\$2,000.00	\$2,000.00	\$0.00	\$0.00
Out of Service Book Printing	1 Agency	\$5,000.00	100.0000	\$5,000.00	\$5,000.00	\$0.00	\$0.00
<b>TOTAL: Other Costs</b>				<b>\$426,879.33</b>	<b>\$426,879.33</b>	<b>\$0.00</b>	<b>\$0.00</b>

***Enter a detailed explanation of how the 'other' costs were derived and allocated to the MCSAP project.***

Minnesota spends approximately 11,000 dollars per month on fuel, supporting the vehicles we currently have in our fleet. This estimate is for MCSAP only, utilizing the same justified funding split of 66%. Overall, our CVIs and Troopers spend close to \$18,000.00 per month on fuel. This does not include the vehicles that are assigned to our personnel who have their primary focus on school bus type vehicles. Their fuel is not paid with MCSAP related funds.

We are planning on an 80,000 dollar budget for repairs. The 80,000 dollars allotted for repairs and maintenance is only taking into consideration the 66% funding split. The total amount needed to repair our fleet will be close to 125,000 dollars.

Though Minnesota is planning on replacing as many high mileage vehicles as possible, the lead time needed to procure and outfit these vehicles will not allow us to have these vehicles on the road until the spring of 2020. The emergency lights and other miscellaneous vehicle outfitting generally takes one to two months. This is the reason our repair and maintenance costs are estimated to be high despite budgeting for new vehicles.

Our communication expense, estimated at \$16,000, includes the cost of office lines, air cards for our laptops, and cell phones for our personnel. Minnesota uses office phone services from Verizon, and mobile services from Verizon and Sprint. Air cards are necessary for the CVIs and Troopers in field as it gives them access to upload and download information on updated inspections and carrier information. Cell phone use is also necessary for several reasons: all our personnel field questions from carriers on regulations and inspections, conduct public outreach events, and are needed to be available for callouts and post-crash inspections.

Our Commercial Vehicle District, being statewide in area, relies heavily on postage for things that are not suitable for email. All of our employees also do not have access to document scanners, forcing them to mail in certain forms and documents they are required to complete and submit. There are also circumstances where mailing documents, equipment, and supplies is the cheapest or most convenient option. In the previous year, Minnesota spent approximately \$2,000 in postage fees.

The Commercial Vehicle District presently has a lease expense of 21,000 dollars per month for our main District Office. This amount is calculated per our contract with the building owner. We have a 11,669 square feet of total space. For 10/01/19 through 9/30/20, our 11,016 square feet of office space will be charged at a rate of \$22.00 per sq.ft., per month, and our 653 sq.ft. of workshop space will be charged at a rate of \$14.90 per sq.ft., per month. This equals a monthly total of \$20,196.00 per month for our office space, and \$810.81 per month for our workshop space. The grand total per month is \$21,006.81. A twelve month lease expenditure costs us \$252,081.72.

Per year, the lease expenditure is estimated to be \$166,000.00. This estimate is for MCSAP only, utilizing the same justified funding split of 66 percent. Again, this 66% is the percentage of time the MN State Patrol Commercial Vehicle District spends on MCSAP activities. Overall, the lease expenditure for federal fiscal year 2020 is estimated to be over 250,000 dollars. Minnesota does not pay lease for any other space used by our employees.

Minnesota knows that our CVSA membership is \$14,000. Due to the structure of our state accounting system, this expense is classified as "other."

Due to cost savings, Minnesota prints our own out of service book. The budget for this printing cost is \$5000.

<b>Part 4 Section 9 - Comprehensive Spending Plan</b>
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*The Comprehensive Spending Plan is auto-populated from all line items in the tables and is in read-only format. Changes to the Comprehensive Spending Plan will only be reflected by updating the individual budget category table(s).*

<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$7,025,144.00	\$1,239,730.00	\$8,264,874.00

<b>Summary of MCSAP Funding Limitations</b>	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$1,239,730.00
MOE Baseline:	\$1,161,399.13

Estimated Expenditures				
Personnel				
	Federal Share	State Share	Total Project Costs (Federal + Share)	MOE
Lieutenant	\$266,282.02	\$46,990.94	\$313,272.96	\$0.00
Lieutenant SB	\$17,752.13	\$3,132.73	\$20,884.86	\$0.00
Lieutenant	\$52,241.21	\$9,219.04	\$61,460.25	\$0.00
Lieutenant	\$49,628.53	\$8,757.97	\$58,386.50	\$0.00
Technical Sgt (66%)35	\$413,565.61	\$72,982.16	\$486,547.77	\$0.00
Technical Sgt SB	\$45,951.73	\$8,109.13	\$54,060.86	\$0.00
Technical Sgt	\$42,521.11	\$7,503.72	\$50,024.83	\$0.00
Technical Sgt	\$40,840.80	\$7,207.20	\$48,048.00	\$0.00
CVI 3	\$108,414.81	\$19,132.03	\$127,546.84	\$0.00
CVI 3 SB	\$12,046.09	\$2,125.78	\$14,171.87	\$0.00
CVI 3	\$69,406.02	\$12,248.12	\$81,654.14	\$0.00
CVI 2	\$466,238.57	\$82,277.39	\$548,515.96	\$0.00
CVI 2 SB	\$111,009.18	\$19,589.86	\$130,599.04	\$0.00
CVI 2	\$97,247.78	\$17,161.37	\$114,409.15	\$0.00
CVI 2 SB	\$10,805.30	\$1,906.82	\$12,712.12	\$0.00
CVI 2	\$126,023.04	\$22,239.36	\$148,262.40	\$0.00
CVI 2 SB	\$10,501.92	\$1,853.28	\$12,355.20	\$0.00
CVI 2	\$30,653.93	\$5,409.52	\$36,063.45	\$0.00
CVI 2 SB	\$10,217.98	\$1,803.17	\$12,021.15	\$0.00
CVI 2	\$27,246.65	\$4,808.23	\$32,054.88	\$0.00
CVI 2 SB	\$8,809.94	\$1,554.70	\$10,364.64	\$0.00
CVI 2	\$51,576.10	\$9,101.66	\$60,677.76	\$0.00
Office Services Support	\$26,068.10	\$4,600.25	\$30,668.35	\$0.00
Office Services Support	\$24,061.06	\$4,246.07	\$28,307.13	\$0.00
Office Services Support	\$22,287.41	\$3,933.07	\$26,220.48	\$0.00
Office Services Support	\$21,062.18	\$3,716.86	\$24,779.04	\$0.00
CVI 2	\$24,352.78	\$4,297.55	\$28,650.33	\$0.00
Captain	\$59,300.84	\$10,464.85	\$69,765.69	\$0.00
Technical Sgt (26@66%)	\$0.00	\$0.00	\$0.00	\$1,161,399.13
MCSAP salaries	\$164,520.11	\$29,032.96	\$193,553.07	\$0.00
MCSAP Salaries	\$0.00	\$310,250.77	\$310,250.77	\$0.00
<b>Salary Subtotal</b>	<b>\$2,410,632.93</b>	<b>\$735,656.56</b>	<b>\$3,146,289.49</b>	<b>\$1,161,399.13</b>
Overtime-Border	\$63,750.00	\$11,250.00	\$75,000.00	\$0.00
Overtime	\$106,250.00	\$18,750.00	\$125,000.00	\$0.00
<b>Overtime subtotal</b>	<b>\$170,000.00</b>	<b>\$30,000.00</b>	<b>\$200,000.00</b>	<b>\$0.00</b>
<b>Personnel total</b>	<b>\$2,580,632.93</b>	<b>\$765,656.56</b>	<b>\$3,346,289.49</b>	<b>\$1,161,399.13</b>

Fringe Benefits				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Lieutenant (5)	\$106,512.80	\$18,796.38	\$125,309.18	\$0.00
Lieutenant SB	\$7,100.85	\$1,253.09	\$8,353.94	\$0.00
Lieutenant	\$20,896.49	\$3,687.61	\$24,584.10	\$0.00
Lieutenant	\$19,851.41	\$3,503.19	\$23,354.60	\$0.00
Technical Sgt (30)	\$551,420.81	\$97,309.55	\$648,730.36	\$0.00
Technical Sgt SB (3)	\$18,380.69	\$3,243.65	\$21,624.34	\$0.00
Technical Sgt	\$17,008.44	\$3,001.49	\$20,009.93	\$0.00
Technical Sgt	\$16,336.32	\$2,882.88	\$19,219.20	\$0.00
CVI 3 (3)	\$43,365.92	\$7,652.81	\$51,018.73	\$0.00
CVI 3 SB	\$4,818.43	\$850.31	\$5,668.74	\$0.00
CVI 3 (2)	\$27,762.40	\$4,899.25	\$32,661.65	\$0.00
CVI 2 (14)	\$186,495.42	\$32,910.96	\$219,406.38	\$0.00
CVI 2 SB (10)	\$44,403.67	\$7,835.94	\$52,239.61	\$0.00
CVI 2 (3)	\$38,899.11	\$6,864.55	\$45,763.66	\$0.00
CVI 2 SB	\$4,322.12	\$762.73	\$5,084.85	\$0.00
CVI 2 (4)	\$50,409.22	\$8,895.74	\$59,304.96	\$0.00
CVI 2 SB	\$4,200.77	\$741.31	\$4,942.08	\$0.00
CVI 2	\$12,261.57	\$2,163.81	\$14,425.38	\$0.00
CVI 2 SB	\$4,087.19	\$721.27	\$4,808.46	\$0.00
CVI 2	\$10,898.66	\$1,923.29	\$12,821.95	\$0.00
CVI 2 SB	\$3,523.97	\$621.88	\$4,145.85	\$0.00
CVI 2 (2)	\$20,630.44	\$3,640.66	\$24,271.10	\$0.00
Office Services Support	\$10,427.24	\$1,840.10	\$12,267.34	\$0.00
Office Services Support	\$9,624.42	\$1,698.43	\$11,322.85	\$0.00
Office Services Support	\$8,914.96	\$1,573.23	\$10,488.19	\$0.00
Office Services Support	\$8,424.87	\$1,486.74	\$9,911.61	\$0.00
CVI 2	\$9,741.11	\$1,719.02	\$11,460.13	\$0.00
CVI 2 (2)	\$18,950.13	\$3,344.14	\$22,294.27	\$0.00
Captain	\$23,720.33	\$4,185.94	\$27,906.27	\$0.00
MCSAP Salaries Fringe	\$125,364.80	\$22,123.20	\$147,488.00	\$0.00
<b>Fringe Benefits total</b>	<b>\$1,428,754.56</b>	<b>\$252,133.15</b>	<b>\$1,680,887.71</b>	<b>\$0.00</b>

Travel				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
CVSP Planning Conference	\$1,500.00	\$0.00	\$1,500.00	\$0.00
CVSA Fall Conference	\$5,000.00	\$0.00	\$5,000.00	\$0.00
CVSA Spring Conference	\$5,000.00	\$0.00	\$5,000.00	\$0.00
COHMED Conference	\$1,600.00	\$0.00	\$1,600.00	\$0.00
In-State Travel	\$44,000.00	\$0.00	\$44,000.00	\$0.00
Out-of-State Travel	\$11,500.00	\$0.00	\$11,500.00	\$0.00
<b>Travel total</b>	<b>\$68,600.00</b>	<b>\$0.00</b>	<b>\$68,600.00</b>	<b>\$0.00</b>

Equipment				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Squad	\$432,210.66	\$0.00	\$432,210.66	\$0.00
Performance Based Brake Tester and ramps	\$160,000.00	\$0.00	\$160,000.00	\$0.00
PBBT Ramps	\$12,800.00	\$0.00	\$12,800.00	\$0.00
Laptops	\$52,800.00	\$0.00	\$52,800.00	\$0.00
CMV ECU Interface	\$50,000.00	\$0.00	\$50,000.00	\$0.00
<b>Equipment total</b>	<b>\$707,810.66</b>	<b>\$0.00</b>	<b>\$707,810.66</b>	<b>\$0.00</b>

Supplies				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Uniforms, Vehicle Parts	\$119,200.00	\$0.00	\$119,200.00	\$0.00
Office Supplies	\$10,000.00	\$0.00	\$10,000.00	\$0.00
<b>Supplies total</b>	<b>\$129,200.00</b>	<b>\$0.00</b>	<b>\$129,200.00</b>	<b>\$0.00</b>

Contractual and Subaward				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Minnesota Department of Transportation	\$1,257,661.65	\$221,940.29	\$1,479,601.94	\$0.00
<b>Contractual and Subaward total</b>	<b>\$1,257,661.65</b>	<b>\$221,940.29</b>	<b>\$1,479,601.94</b>	<b>\$0.00</b>

Other Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
Building Lease	\$166,476.13	\$0.00	\$166,476.13	\$0.00
Fuel	\$141,163.20	\$0.00	\$141,163.20	\$0.00
Maintenance of MCSAP vehicles not under contract	\$80,000.00	\$0.00	\$80,000.00	\$0.00
Communications (aircards, mobile phones, etc.)	\$16,000.00	\$0.00	\$16,000.00	\$0.00
CVSA membership	\$14,000.00	\$0.00	\$14,000.00	\$0.00
CVSA Decals/Printing	\$2,240.00	\$0.00	\$2,240.00	\$0.00
Postage	\$2,000.00	\$0.00	\$2,000.00	\$0.00
Out of Service Book Printing	\$5,000.00	\$0.00	\$5,000.00	\$0.00
<b>Other Costs total</b>	<b>\$426,879.33</b>	<b>\$0.00</b>	<b>\$426,879.33</b>	<b>\$0.00</b>

Total Costs				
	Federal Share	State Share	Total Project Costs (Federal + State)	MOE
<b>Subtotal for Direct Costs</b>	<b>\$6,599,539.13</b>	<b>\$1,239,730.00</b>	<b>\$7,839,269.13</b>	<b>\$1,161,399.13</b>
Indirect Costs	\$425,604.87	\$0.00	\$425,604.87	NA
<b>Total Costs Budgeted</b>	<b>\$7,025,144.00</b>	<b>\$1,239,730.00</b>	<b>\$8,264,874.00</b>	<b>\$1,161,399.13</b>

#### Part 4 Section 10 - Financial Summary

The Financial Summary is auto-populated by the system by budget category. It is a read-only document and can be used to complete the SF-424A in Grants.gov. Changes to the Financial Summary will only be reflected by updating the individual budget category table(s).

- The system will confirm that percentages for Federal and State shares are correct for Total Project Costs. The edit check is performed on the **"Total Costs Budgeted"** line only.
- The system will confirm that Planned MOE Costs equal or exceed FMCSA funding limitation. The edit check is performed on the **"Total Costs Budgeted"** line only.
- The system will confirm that the Overtime value does not exceed the FMCSA funding limitation. The edit check is performed on the **"Overtime subtotal"** line.

ESTIMATED Fiscal Year Funding Amounts for MCSAP			
	85% Federal Share	15% State Share	Total Estimated Funding
Total	\$7,025,144.00	\$1,239,730.00	\$8,264,874.00

Summary of MCSAP Funding Limitations	
Allowable amount for Overtime without written justification (15% of Basic Award Amount):	\$1,239,730.00
MOE Baseline:	\$1,161,399.13

Estimated Expenditures				
	Federal Share	State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Salary Subtotal	\$2,410,632.93	\$735,656.56	\$3,146,289.49	\$1,161,399.13
Overtime Subtotal	\$170,000.00	\$30,000.00	\$200,000.00	\$0.00
Personnel Total	\$2,580,632.93	\$765,656.56	\$3,346,289.49	\$1,161,399.13
Fringe Benefits Total	\$1,428,754.56	\$252,133.15	\$1,680,887.71	\$0.00
Travel Total	\$68,600.00	\$0.00	\$68,600.00	\$0.00
Equipment Total	\$707,810.66	\$0.00	\$707,810.66	\$0.00
Supplies Total	\$129,200.00	\$0.00	\$129,200.00	\$0.00
Contractual and Subaward Total	\$1,257,661.65	\$221,940.29	\$1,479,601.94	\$0.00
Other Costs Total	\$426,879.33	\$0.00	\$426,879.33	\$0.00
	85% Federal Share	15% State Share	Total Project Costs (Federal + State)	Planned MOE Costs
Subtotal for Direct Costs	\$6,599,539.13	\$1,239,730.00	\$7,839,269.13	\$1,161,399.13
Indirect Costs	\$425,604.87	\$0.00	\$425,604.87	NA
<b>Total Costs Budgeted</b>	<b>\$7,025,144.00</b>	<b>\$1,239,730.00</b>	<b>\$8,264,874.00</b>	<b>\$1,161,399.13</b>

## Part 5 - Certifications and Documents

*Part 5 includes electronic versions of specific requirements, certifications and documents that a State must agree to as a condition of participation in MCSAP. The submission of the CVSP serves as official notice and certification of compliance with these requirements. State or States means all of the States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, and the Virgin Islands.*

*If the person submitting the CVSP does not have authority to certify these documents electronically, then the State must continue to upload the signed/certified form(s) through the "My Documents" area on the State's Dashboard page.*

### Part 5 Section 1 - State Certification

*The State Certification will not be considered complete until the four questions and certification declaration are answered. Selecting 'no' in the declaration may impact your State's eligibility for MCSAP funding.*

1. What is the name of the person certifying the declaration for your State? Jonathan Olsen
2. What is this person's title? Captain, Minnesota State Patrol Commercial Vehicle
3. Who is your Governor's highway safety representative? Michael Hanson
4. What is this person's title? Director, Office of Traffic Safety

**The State affirmatively accepts the State certification declaration written below by selecting 'yes'.**

- ☒ Yes
- ☐ Yes, uploaded certification document
- ☐ No

#### State Certification declaration:

I, Jonathan Olsen, Captain, Minnesota State Patrol Commercial Vehicle, on behalf of the State of MINNESOTA, as requested by the Administrator as a condition of approval of a grant under the authority of [49 U.S.C. § 31102](#), as amended, certify that the State satisfies all the conditions required for MCSAP funding, as specifically detailed in [49 C.F.R. § 350.211](#).

If there are any exceptions that should be noted to the above certification, include an explanation in the text box below.



**Part 5 Section 2 - Annual Review of Laws, Regulations, Policies and Compatibility Certification**

*You must answer all three questions and indicate your acceptance of the certification declaration. Selecting 'no' in the declaration may impact your State's eligibility for MCSAP funding.*

1. What is the name of your certifying State official? Jonathan Olsen
2. What is the title of your certifying State official? Captain, Minnesota State Patrol
3. What are the phone # and email address of your State official? (651)350-2006 jonathan.olsen@state.mn.us

**The State affirmatively accepts the compatibility certification declaration written below by selecting 'yes'.**

- ☒ Yes
- ☐ Yes, uploaded certification document
- ☐ No

I, Jonathan Olsen, certify that the State has conducted the annual review of its laws and regulations for compatibility regarding commercial motor vehicle safety and that the State's safety laws remain compatible with the Federal Motor Carrier Safety Regulations (49 CFR parts 390-397) and the Hazardous Materials Regulations (49 CFR parts 107 (subparts F and G only), 171-173, 177, 178, and 180) and standards and orders of the Federal government, except as may be determined by the Administrator to be inapplicable to a State enforcement program. For the purpose of this certification, Compatible means State laws or regulations pertaining to interstate commerce that are identical to the FMCSRs and HMRs or have the same effect as the FMCSRs and identical to the HMRs and for intrastate commerce rules identical to or within the tolerance guidelines for the FMCSRs and identical to the HMRs.

If there are any exceptions that should be noted to the above certification, include an explanation in the text box below.

**Part 5 Section 3 - New Laws/Legislation/Policy Impacting CMV Safety**

**Has the State adopted/enacted any new or updated laws (i.e., statutes) impacting CMV safety since the last CVSP or annual update was submitted?**

☐ Yes ☒ No

**Has the State adopted/enacted any new administrative actions or policies impacting CMV safety since the last CVSP?**

☐ Yes ☒ No

## STATE AND LOCAL GOVERNMENTS RATE AGREEMENT

EIN: 41-6007162

DATE:12/03/2018

ORGANIZATION:

FILING REF.: The preceding  
agreement was dated  
10/10/2017

Minnesota Department of Public Safety  
444 Cedar St., Suite 126  
St. Paul, MN 55101-5126

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

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### SECTION I: INDIRECT COST RATES

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RATE TYPES:      FIXED              FINAL              PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

#### EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%) LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2019	06/30/2020	8.59 On Site	All Programs
PROV.	07/01/2020	06/30/2021	8.23 On Site	All Programs
PROV.	07/01/2021	06/30/2022	8.59 On Site	All Programs

#### \*BASE

Direct salaries and wages including all fringe benefits.

ORGANIZATION: Minnesota Department of Public Safety

AGREEMENT DATE: 12/3/2018

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**SECTION II: SPECIAL REMARKS**

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TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

Equipment Definition -

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per unit.

Fringe Benefits -

FICA

Retirement

Group Health Insurance

Worker's Compensation

This rate is not applicable to pass-through or disaster funds.

Performed in accordance with Interagency Agreement with the Federal Emergency Management Agency.

Your next proposal for FYE 6/30/19 is due to FEMA by 12/31/19.

ORGANIZATION: Minnesota Department of Public Safety

AGREEMENT DATE: 12/3/2018

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**SECTION III: GENERAL**

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**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its indirect cost pool as finally accepted: such cost are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar type of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED AMOUNTS:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-122 Circular, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

BY THE INSTITUTION:

Minnesota Department of Public Safety  
(INSTITUTION)

  
(SIGNATURE)

Larry Freund  
(NAME)

CFO  
(TITLE)

12/10/18  
(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

FEDERAL EMERGENCY MANAGEMENT AGENCY  
(AGENCY)

GREGORY L TEETS Digitally signed by GREGORY L TEETS  
Date: 2018.12.06 16:56:06 -05'00'  
(SIGNATURE)

Gregory L. Teets  
(NAME)

Assistant Administrator for Financial Management  
(TITLE)

December 3, 2018  
(DATE) 4512

Pamela Page  
HHS REPRESENTATIVE

(214) 767-6505  
Telephone

## Minnesota Regulatory Compatibility Review

Pursuant to 49 CFR Part 355, the State of Minnesota has reviewed its laws and rules for compatibility with applicable federal regulations. The Minnesota Department of Transportation (MnDOT), Office of Freight and Commercial Vehicle Operations (OFCVO), monitors the issue of compatibility between the laws and rules of Minnesota and the Federal Motor Carrier Safety Regulations (FMCSR) and Hazardous Materials Regulations (HMR). OFCVO and the Minnesota Department of Public Safety (DPS) are charged with administration of Minnesota Statutes Chapters 168, 169, 171, and 221. These agencies will continue to work with the USDOT and the Minnesota Legislature to address the issue of incompatible laws, rules, and regulations.

During the 2019 Minnesota legislative session, a proposal was introduced and signed into law that adds an exemption from the hours of service requirements for drivers of utility construction vehicles when operating within a 50-mile radius from the site of a construction or maintenance project. This new exemption can be found in Minnesota Statutes, section 221.031, subdivision 2f, and does not create an incompatibility between state law and federal regulations.

- Existing areas of incompatibility that have previously been reported are listed in the chart below:

State Statute/Rule	Corresponding Federal Reg.	Explanation of Incompatibility
Minn. Stat. § 169.781, subd. 1, Annual Commercial Vehicle Inspection, definition of commercial motor vehicle.  Minn. Stat. § 169.011, subd. 16, definition of CMV	49 CFR Section 396.17	<p>Minnesota Laws 2008, Ch. 287, Art. 1, Sec. 48 updated the inspections statute to eliminate lower inspection standards for certain vehicles, including farm trucks under 57,000 pounds, storage semi-trailers, and building mover vehicles. The state statute remains inconsistent with 49 CFR Section 396.17 as it does not apply to motor carriers engaged in intrastate transportation when the vehicle is 26,000 lbs or less gross vehicle weight.</p> <p>Per Policy memo SP-91-001-GF dated October 26, 1990, states unable to adopt 49 CFR Section 396.17 will not have their MCSAP funding eligibility affected.</p>

State Statute/Rule	Corresponding Federal Reg.	Explanation of Incompatibility
Minn. Stat. § 221.033, subd. 2, Regulation of Hazardous Materials	49 CFR Sections 172.200, 177.817, and 397.7(b),	<p>The state statute is inconsistent with 49 CFR Sections 172.200 and 177.817 because Minnesota Statutes provides an exemption from shipping paper requirements for farmers or their employees transporting diesel fuel, gasoline, agricultural chemicals, or agricultural fertilizers for use on the transporter's farm when; (1) transporting diesel fuel or gasoline in motorized tank truck vehicles of less than 10,000 lbs., and owned by the transporter; or (2) transporting agricultural chemicals and agricultural fertilizers.</p> <p>The exception for shipping papers for farmers is allowed per 49 CFR Section 173.5(a)(2), since this law was in effect before October 1, 1998.</p> <p>The exception from 397.7(b) allows farmers to park hazmat vehicles on public roads.</p> <p>Industry exemption existed prior to April 1, 1988.</p>
Minn. Stat. § 169.67, subd. 3	49 CFR Section 393.43(d)	<p>Minn. Stat. § 169.67, subd. 3(b) was amended by Minnesota Laws 2008, Ch. 350, Art. 1, Sec. 39 to read: "no trailer or semitrailer with a gross weight of more than 3,000 pounds may be drawn on a highway unless it is equipped with brakes that are so constructed that they are adequate to stop and hold the trailer or semitrailer whenever it becomes detached from the towing vehicle." The 3,000 pound weight is consistent with federal regulations. Minn. Stat. § 169.67, subd. 1 was amended by Minnesota Laws 2010, Ch. 382, Sec. 40 to eliminate some confusing language about emergency brakes. Minn. Stat. § 169.801, subd. 10, was amended by Minnesota Laws 2010, Ch. 320, Art. 1, Sec. 2, to require breakaway brakes for towed implements of husbandry that weigh more than 3,000 pounds and are required to have service brakes only if they were manufactured after Jan. 1, 2011. Otherwise breakaways are required for towed implements of husbandry that weigh more than 6,000 pounds and are required to have service brakes. Minn. Stat. § 169.801, subd. 10, was amended by Minnesota Laws 2012, Ch. 172, Sec. 1 to remove specific weights at which brakes are required on towed implements of husbandry and instead requires brakes on towed implements of husbandry unless the implement is part of a combination of vehicles that meets the general braking performance standards in section 169.67, subd. 5.</p>

State Statute/Rule	Corresponding Federal Reg.	Explanation of Incompatibility
Minn. Stat. § 221.033, subd. 2a	49 CFR Section 391.11(b)(1)	<p>The state statute is inconsistent with 49 CFR Section 391.11(b)(1) because the statute does not require intrastate drivers employed by fertilizer and agricultural chemical retailers to be 21 years of age, when (1) the retailer or its employee is transporting fertilizer or agricultural chemicals directly to a farm for on-farm use within a radius of 50 miles of the retailer's business location; and (2) the driver employed by the retailer is at least 18 years of age.</p> <p>Variance allowed per 49 CFR Section 350.341.</p>
Minn. Stat. § 221.033, subd. 2c	49 CFR Section 391.11(b)(1)	<p>The state statute is inconsistent with 49 CFR Section 391.11 (b) (1) as it allows intrastate drivers of motorized petroleum tank trucks with a capacity of less than 3,500 gallons to be at least 18 years of age, not 21 as required in the federal regulation.</p> <p>Variance allowed per 49 CFR Section 350.341.</p>
Minn. Stat. § 221.033, subd. 2d	49 CFR Section 391.11(b)(1)	<p>The state statute is inconsistent with 49 CFR Section 391.11(b)(1) for vehicles over 10,000 pounds. The statute allows a driver carrying materials of trade <i>intrastate</i> to be 18 years of age and places no restrictions on the size of the vehicle, while drivers of vehicles 10,001 pounds or greater are required to be 21 years of age by the federal regulations.</p> <p>Variance allowed per 49 CFR Section 350.341.</p>
Minn. Stat. § 221.0314, subd. 4	49 CFR Section 391.11(b)(1)	<p>The state statute is inconsistent with 49 CFR Section 391.11(b) (1) because Minnesota Statutes requires drivers to be at least 18 years of age, unless subject to the Hazardous Materials Regulations.</p> <p>Variance allowed per 49 CFR Section 350.341.</p>
Minn. Stat. § 221.031, subd. 2a (b)	49 CFR Section 393.86	<p>The state statute is inconsistent with 49 CFR Section 393.86 because Minnesota Statutes provides an exemption for private carriers engaged in intrastate commerce while operating a rear-end dump truck or other rear-unloading truck while being used for hauling agricultural and other farm products from a place of production or on-farm storage site to a place of processing or storage.</p> <p>Industry exemption approved on August 26, 1994 therefore variance allowed per 49 CFR Section 350.341.</p>



State Statute/Rule	Corresponding Federal Reg.	Explanation of Incompatibility
Minn. Stat. § 221.031, subd. 3 Minn. Stat. § 221.025, subds. 5, 7, 8 and 9	Federal Motor Carrier Safety Regulations	<p>The state statutes are inconsistent with the Federal Motor Carrier Safety Regulations because Minnesota Statutes makes the following vehicles over 10,000 pounds subject to 49 CFR 392 and 393 : (1) the transportation of grain samples under prescribed conditions; (2) the transportation of dirt and sod within an area having a 50-mile radius from the home post office of the person performing the transportation; (3) the transportation of sand, gravel, bituminous asphalt mix, concrete ready mix, concrete blocks of tile and mortar mix to be used with concrete blocks of tile, or crushed rock to or from the point of loading or a place of gathering within an area having a 50-mile radius from that person's home post office or a 50-mile radius from the site of construction or maintenance of public roads and streets; and (4) the transportation of pulpwood, cordwood, mining timber, poles, posts decorator evergreens, wood chips, sawdust, shavings, and bark from the place where the products are produced to the point where they are to be used of shipped.</p> <p>Variance allowed because industry exemption existed prior to 1988. See 49 CFR Section 350.341(c).</p>

State Statute/Rule	Corresponding Federal Reg.	Explanation of Incompatibility
Minn. Stat. § 221.031, subd. 3 Minn. Stat. § 221.025 subds. 6, 10, 12, 13 and 14	Federal Motor Carrier Safety Regulations	<p>The state statutes are inconsistent with the Federal Motor Carrier Safety Regulations because Minnesota Statutes make the following vehicles over 10,000 pounds subject to 49 CFR 392, 393, and 391 adopted driver qualification regulations: (1) the delivery of agricultural lime; (2) the transportation of fresh vegetables from farms to canneries or viner stations, from viner stations to canneries, or from canneries to canneries during the harvesting, canning, or packing season, or transporting sugar beets, wild rice, or rutabagas from the field of production to the first place of delivery or unloading, including a processing plant, warehouse, or railroad siding; (3) the transportation of unprocessed dairy products in bulk within an area having a 100-mile radius from the home post office of the person providing the transportation; (4) the transportation of agricultural, horticultural, dairy, livestock, or other farm products within an area having a 100-mile radius from the person's home post office and the carrier may transport other commodities within the 100-mile radius if the destination of each haul is a farm; and (5) transportation of potatoes from the field of production, or a storage site owned or otherwise controlled by the producer, to the first place of processing.</p> <p>Note: the exemption does not include vehicles transporting hazardous materials.</p> <p>Variance allowed because industry exemption existed prior to April 1, 1988. See 49 CFR Section 350.341(c).</p>
Minn. Stat. § 221.031, subd. 2 (d)	49 CFR Part 391 49 CFR Part 395	<p>The state statute is inconsistent with 49 CFR Parts 391 and 395 because Minnesota Statutes provide an exemption for private carriers engaged in intrastate transportation of vehicles controlled by a farmer and operated by a farmer or farm employee to transport agricultural products, farm machinery, or supplies to or from a farm if the vehicle is not used in the operations of a motor carrier and not carrying hazardous materials of a type or quantity that requires the vehicle to be marked or placarded.</p> <p>Variance allowed because industry exemption existed prior to April 1, 1988.</p>

State Statute/Rule	Corresponding Federal Reg.	Explanation of Incompatibility
Minn. Stat. § 221.031, subd. 2 (c)	49 CFR Part 395	<p>The state statutes are inconsistent with 49 CFR Part 395 because Minnesota Statutes provide an exemption for private carriers engaged in intrastate transportation who are engaged in the transportation of construction materials, tools and equipment from shop to job site or job site to job site, for use by the private carrier in the new construction, remodeling, or repair of buildings, structures, or their appurtenances. Other Minnesota exemptions for public utilities, cooperative electric associations, and telephone companies are consistent with 49 CFR Section 395.1(n).</p> <p>Variance allowed because industry exemption existed prior to April 1, 1988.</p>
Minn. Stat. § 221.031, subd. 2a(a)	49 CFR Part 395 49 CFR Part 396	<p>The state statute is inconsistent with 49 CFR Parts 395 and 396 because Minnesota Statutes provide an exemption for persons engaged in intrastate transportation and operating vehicles transporting agricultural and other farm products within an area having a 50-mile radius from the business location of the private carrier.</p> <p>Variance allowed because industry exemption existed prior to April 1, 1988.</p>

# Indirect Cost Rate Agreement

**Date:** July 1, 2018

**Department/Agency:**  
Minnesota Department of Transportation

The rates approved by this agreement are for use on grants, contracts, and other agreements with the Federal Government, subject to the conditions in Section III.

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## **Section I: INDIRECT COST RATES**

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Rate Type: **Predetermined**

### **EFFECTIVE PERIOD:**

<b>FROM:</b>	<b>TO:</b>	<b>RATE (%)</b>	<b>LOCATIONS</b>	<b>APPLICABLE TO:</b>
July 1, 2018	June 30, 2021	17.17%	All	Entire Agency
(Breakdown of 15.14% Agency IDC + 2.03% Statewide IDC)				

### **BASE:**

Direct salaries and fringe benefits for all agency employees

**AGREEMENT DATE:** July 1, 2018

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## **SECTION II: SPECIAL REMARKS**

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### **TREATMENT OF FRINGE BENEFITS:**

Fringe benefits are specifically identified to each employee and are charged individually as direct costs using a predetermined overhead rate. The directly claimed fringe benefits are listed below.

### **TREATMENT OF PAID ABSENCES:**

Vacation, holiday, sick leave pay, and other paid absences are included in salaries and are claimed on grants, contracts, and other agreements as part of the normal costs for salaries and wages using a predetermined overhead rate. Separate claims for the costs of these paid absences are not made.

### **FRINGE BENEFITS:**

FICA

Retirement

Group Insurance

Workers Compensation (not a direct cost; included in indirect cost amounts)

Unemployment Compensation (not a direct cost; included in indirect cost amounts)

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### **SECTION III: GENERAL**

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#### **A. LIMITATIONS:**

The rates in this agreement are subject to any statutory or administrative limitations and apply to a given grant, contract, or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the agency were included in its indirect cost pool as finally accepted: such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as indirect costs are not claimed as direct costs; (3) Similar types of costs have been accorded similar accounting treatment; and (4) The information provided by the agency which was used to establish the rate is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

#### **B. ACCOUNTING CHANGES:**

This agreement is based on the accounting system purported by the agency to be in effect during the Agreement period. Changes to the method of accounting for costs, which affect the amount of reimbursement resulting from the use of this agreement, require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from indirect to direct. Failure to obtain approval may result in cost disallowances.

#### **C. FIXED RATES:**

Not applicable-no fixed rates are being requested.

#### **D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this agreement were approved in accordance with the authority of the Office of Management and Budget Super Circular, section 200.57, and should be applied to grants, contracts, and other agreements covered by this circular, subject to any limitations in A above. The agency may provide copies of the agreement to other Federal Agencies to give them early notification of this agreement.

#### **E. OTHER:**

If any Federal contract, grant, or other agreement is reimbursing indirect costs by a means other than the approved rate(s) in this Agreement, the agency should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of indirect costs allocable to these programs.

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**BY THE AGENCY:**

**BY THE COGNIZANT AGENCY  
ON BEHALF OF THE FEDERAL GOVERNMENT:**

State of Minnesota Department of Transportation	(AGENCY) <i>FEDERAL HIGHWAY ADMINISTRATION</i>
(Signature) <i>Kristi Schroedl</i> <small>Digitally signed by Kristi Schroedl Date: 2018.08.16 12:53:09 -05'00'</small>	(SIGNATURE) <i>Sheri T. Koch</i>
Kristi Schroedl Chief Financial Officer	(NAME) <i>SHERI T. KOCH</i>
(Date)	(TITLE) <i>FINANCIAL MANAGER</i>
	(DATE) <i>8/21/2018</i>
	HHS Representative:
	Telephone:

**FY2020 Minnesota eCVSP Budget - MnDOT**

<b>Personnel: Salary and Overtime Project Costs</b>					
<b>Salary Project Costs</b>					
Position(s)	# of Staff	% of Time	Total Project Costs	Federal Share	State Share
Director	1	2.00%	\$2,000.00	\$1,700.00	\$300.00
Supervisor	1	100.00%	\$87,900.00	\$74,715.00	\$13,185.00
Supervisor	1	5.00%	\$3,500.00	\$2,975.00	\$525.00
MCSAP Grant Coordinator	1	60.00%	\$50,375.00	\$42,818.75	\$7,556.25
TPS Team Leader	1	100.00%	\$67,300.00	\$57,205.00	\$10,095.00
TPS HazMat	2	85.00%	\$112,575.00	\$95,688.75	\$16,886.25
TPS HazMat - Education	1	50.00%	\$40,500.00	\$34,425.00	\$6,075.00
TPS 4	4	100.00%	\$245,000.00	\$208,250.00	\$36,750.00
TPS 3	1	100.00%	\$58,500.00	\$49,725.00	\$8,775.00
TPS 2	1	100.00%	\$55,660.00	\$47,311.00	\$8,349.00
TPS 1	3	100.00%	\$126,742.00	\$107,730.70	\$19,011.30
Support	3	5.00%	\$13,000.00	\$11,050.00	\$1,950.00
<b>Subtotal: Salary</b>			<b>\$863,052.00</b>	<b>\$733,594.20</b>	<b>\$129,457.80</b>
<b>Overtime Project Costs</b>					
Overtime	1	100%	\$5,000.00	\$4,250.00	\$750.00
<b>Subtotal: Overtime</b>			<b>\$5,000.00</b>	<b>\$4,250.00</b>	<b>\$750.00</b>
<b>TOTAL: Personnel</b>			<b>\$868,052.00</b>	<b>\$737,844.20</b>	<b>\$130,207.80</b>
<b>Accounting Method:</b>	<b>Cash</b>				

The MnDOT line item salaries listed above are for employees that will be utilized in performing MCSAP eligible activities as detailed in the this eCVSP. Specifically, carrier reviews/investigations, inspections to maintain certification, outreach and education activities, supervision, a MCSAP grant coordinator, and support staff including IT federal software program support for Federal staff, legal and administrative.

MnDOT will be evaluating their public education and outreach program, which may entail the hiring of a temporary position to assist with the evaluation and possible restructuring of the program.

MnDOT may experience employee turnover of federal staff due to retirement or other reasons. If this occurs, those positions are expected to be filled.

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<b>Fringe Benefits Project Costs</b>					
<b>Position(s)</b>	<b>Fringe Benefit Rate</b>	<b>Base Amount</b>	<b>Total Project Costs</b>	<b>Federal Share</b>	<b>State Share</b>
Director	35.13%	\$2,000.00	\$702.60	\$597.21	\$105.39
Supervisor	35.13%	\$87,900.00	\$30,879.27	\$26,247.38	\$4,631.89
Supervisor	35.13%	\$3,500.00	\$1,229.55	\$1,045.12	\$184.43
MCSAP Grant Coordinator	35.13%	\$50,375.00	\$17,696.74	\$15,042.23	\$2,654.51
TPS Team Leader	35.13%	\$67,300.00	\$23,642.49	\$20,096.12	\$3,546.37
TPS HazMat	35.13%	\$112,575.00	\$39,547.60	\$33,615.46	\$5,932.14
TPS HazMat - Education	35.13%	\$40,500.00	\$14,227.65	\$12,093.50	\$2,134.15
TPS 4	35.13%	\$245,000.00	\$86,068.50	\$73,158.23	\$12,910.28
TPS 3	35.13%	\$58,500.00	\$20,551.05	\$17,468.39	\$3,082.66
TPS 2	35.13%	\$55,660.00	\$19,553.36	\$16,620.35	\$2,933.00
TPS 1	35.13%	\$126,742.00	\$44,524.46	\$37,845.79	\$6,678.67
Support	35.13%	\$13,000.00	\$4,566.90	\$3,881.87	\$685.04
Overtime	35.13%	\$5,000.00	\$1,756.50	\$1,493.03	\$263.48
<b>TOTAL: Fringe Benefits</b>	<b>35.13%</b>	<b>\$868,052.00</b>	<b>\$304,946.67</b>	<b>\$259,204.67</b>	<b>\$45,742.00</b>

MnDOT's fringe benefit rate is based on the average costs of fringe for MCSAP employees. The rate for FY2020 is 35.13% and it includes the following: FICA at 7.65%, retirement at 6.25% and insurance at 21.23%.

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Travel Project Costs					
Purpose	# of Staff	# of Days	Total Project Costs	Federal Share	State Share
MCSAP Planning Meeting	1	4	\$1,000.00	\$850.00	\$150.00
CVSA Spring Conference	2	7	\$2,000.00	\$1,700.00	\$300.00
COHMED Conference	2	7	\$2,000.00	\$1,700.00	\$300.00
Investigative Safety Analysis (CR)	1	14	\$3,000.00	\$2,550.00	\$450.00
New Entrant Safety Audity Traning	1	14	\$3,000.00	\$2,550.00	\$450.00
<b>Subtotal: Out-of-State Travel</b>			<b>\$11,000.00</b>	<b>\$9,350.00</b>	<b>\$1,650.00</b>
In-State Travel			\$4,000.00	\$3,400.00	\$600.00
Vehicle Usage (mileage)			\$32,000.00	\$27,200.00	\$4,800.00
<b>TOTAL: Travel</b>			<b>\$47,000.00</b>	<b>\$39,950.00</b>	<b>\$7,050.00</b>

MnDOT staff will attend FMCSA and CVSA sponsored conferences, training and meeting events in 2019. Specifically, these will be the COHMED and CVSA conferences, FMCSA's Leadership Meeting, and FMCSA required training for maintaining certification to conduct carrier investigations (CR's). These events are related directly to enforcement activity and standardization of the MCSAP program. The number of days listed in the table include travel days. The costs include hotel, meals, air fare, rental car, and other travel related expenses.

MnDOT's travel expenses for attending FMCSA sponsored out of state conferences, training and meeting events is based on last years average travel costs times the number of employees attending. These costs include: air travel; checked baggage; lodging; meals; taxi cab, shuttle service and/or rental car fees if applicable; and any other related travel costs.

The budgeted amount for instate travel expenses will be used to support the travel of our MCSAP staff while conducting compliance investigations, new entrant audits, inspections to maintain certification, travel to/from safety talks and events as well as any in-person training or meetings required. These costs are based on the average instate travel expenditures from last year.

Mileage and vehicle usage expenses are for vehicle travel to and from MCSAP related activities. The rate charged per mile is based on a MnDOT formula that calculated vehicle usage and mileage charges, and is dependent on the class of vehicle being operated. The fair rates are calculated taking into account last year's rates, and full costs divided by usage. The full cost is the sum of fuel/fuel inflation, operating costs/operating inflation, depreciation, and over/under carry forward. There are also private vehicle mileage charges for those who drive to and from MCSAP related activities but do not have a state issued vehicle. This mileage charge is based on the CY 2019 IRS mileage rate, which is currently at .58 cents per mile. This amount may increase or decrease in CY 2020.

MnDOT may hire additional MCSAP/New Entrant staff. If this occurs, those positions are expected to be filled and may incur more travel expenses for training in addition to what is listed above.



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<b>Supplies Project Costs</b>					
Item Name	# of Units/Items	Cost per Unit	Total Project Costs	Federal Share	State Share
General Office Supplies	13	\$400.00	\$5,200.00	\$4,420.00	\$780.00
Regulatory Books	29	\$38.00	\$1,102.00	\$936.70	\$165.30
Printing - MN Truck Book	6000	\$1.87	\$11,200.00	\$9,520.00	\$1,680.00
Software/Licensing Fee	2	\$200.00	\$400.00	\$340.00	\$60.00
IT Service Support Fees	12	\$1,822.70	\$21,872.40	\$18,591.54	\$3,280.86
Printer/Scanner	2	\$200.00	\$400.00	\$340.00	\$60.00
Cell Phone	1	\$350.00	\$350.00	\$297.50	\$52.50
Laptop w/docking station	1	\$1,000.00	\$1,000.00	\$850.00	\$150.00
Computer Monitor	1	\$150.00	\$150.00	\$127.50	\$22.50
Personal Protection Equipment	1	\$500.00	\$500.00	\$425.00	\$75.00
Vehicle Equipment	1	\$500.00	\$500.00	\$425.00	\$75.00
<b>TOTAL: Supplies</b>			<b>\$42,674.40</b>	<b>\$36,273.24</b>	<b>\$6,401.16</b>

All of the supplies listed in the supplies project costs will be used by staff to conduct MCSAP related activities such as such as carrier investigations (CR's), new entrant audits, vehicle inspections to maintain certification, and public education and outreach.

General office supplies and materials are based on the average historical spending amounts each month. This includes paper, ink/toner for printers, and other necessary items used to conduct MCSAP activities. General office supplies may also include smaller electronic equipment that may need to be replaced.

IT service support for computers and hosting of applications and systems is provided by MNIT Enterprise. Agencies are charged on a rate basis and the rates are based on what resources employees consume each month. The flat fees being charged each month for employee's are: \$74.60 for laptops; \$48.74 for Enterprise Software w/service desk; \$22.34 for VOIP desk phones; and \$3.12 for Mobile Device Management (cell phones). The costs listed for IT Services are for MCSAP staff conducting MCSAP activities.

Regulatory books and software are utilized by MCSAP staff while conducting MCSAP activities. Regulatory books include FMCSR's (13 @ \$20 each), HMR's (3 @ \$60 each) and out of service criteria books (13 @ \$50 each). Software includes Adobe Pro so that staff can convert investigation and/or new entrant files into PDF format.

MnDOT developed a Minnesota Commercial Truck and Passenger Regulations book that guides and explains to motor carriers and commercial vehicle drivers the rules and regulations they may be subject to whether driving in intrastate or interstate transportation. This book is reviewed, updated and printed annually. Approximately 30% of this book contains information that is not directly related to the Federal Motor Carrier Safety Regulations and as such the cost of printing this book is prorated. The total projected printing cost for 6000 books will be approximately \$16,000.00 however only 70% is MCSAP eligible so that will bring the total prorated cost to \$11,200.00.

Electronic equipment such as laptops with docking stations, printers, scanners and cellphones may need to be purchased for new MCSAP staff or to replace non-operable or outdated electronic equipment.

Personal protection equipment (PPE) includes clothing and/or equipment MCSAP staff need to conduct inspections to maintain certification. PPE includes coveralls, proper footwear, safety glasses, etc.

Vehicle equipment is also needed for MCSAP staff need to conduct inspections to maintain certification. This equipment includes creepers and various other geneal inspection equipment.

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<b>Other Costs Project Costs</b>					
Item Name	# of Units/Items	Cost per Unit	Total Project Costs	Federal Share	State Share
Mobile Phone/WiFi Usage	12	\$1,100.00	\$13,200.00	\$11,220.00	\$1,980.00
COHMED Conference Fee	2	\$600.00	\$1,200.00	\$1,020.00	\$180.00
CVSA Conference Fee	2	\$600.00	\$600.00	\$510.00	\$90.00
Training Registration Fee	2	\$200.00	\$400.00	\$340.00	\$60.00
Postage	1	\$125.00	\$125.00	\$106.25	\$18.75
<b>TOTAL: Other Costs</b>			<b>\$15,525.00</b>	<b>\$13,196.25</b>	<b>\$2,328.75</b>

Wireless communication costs for mobile phones and wifi devices are necessary for staff to conduct MCSAP related activities such as carrier investigation, roadside inspections and new entrant audits.

MnDOT relies on USPS or other similar mail carrier company to submit carrier investigation documents that are not suitable for email.

MnDOT will be sending Federal staff to the CVSA Conference and COHMED conference, which require registration fees.

Federal staff may need to attend work related training courses to improve work performance. This training may include but is not limited to dealing with difficult customers, de-escalation in tense situations, developing effective presentation skills for safety talks, and writing courses.

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Indirect Costs					
Cost Basis	Approved Rate	Eligible Costs	Total Indirect Costs	Federal Share	State Share
TOTAL: Indirect Costs	17.17%	\$1,172,998.67	\$201,403.87	\$171,193.29	\$30,210.58

Indirect costs are calculated with a rate approved by MnDOT's Federal Cognizant Agency (FHWA). The rate for July 2019 through June 2021 is 17.17%. The fully executed Indirect Cost Rate Agreement has been submitted.

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<b>ESTIMATED Fiscal Year Funding Amounts for MCSAP</b>			
	85% Federal Share	15% State Share	Total Estimated Funding
<b>Total</b>	<b>\$1,257,661.65</b>	<b>\$221,940.29</b>	<b>\$1,479,601.94</b>

<b>Estimated Expenditures</b>			
<b>Personnel</b>			
	Federal Share	State Share	Total Project Costs
<b>Salary Subtotal</b>	<b>\$733,594.20</b>	<b>\$129,457.80</b>	<b>\$863,052.00</b>
<b>Overtime subtotal</b>	<b>\$4,250.00</b>	<b>\$750.00</b>	<b>\$5,000.00</b>
<b>Personnel total</b>	<b>\$737,844.20</b>	<b>\$130,207.80</b>	<b>\$868,052.00</b>

<b>Fringe Benefits</b>			
	Federal Share	State Share	Total Project Costs
<b>Fringe Benefits total</b>	<b>\$259,204.67</b>	<b>\$45,742.00</b>	<b>\$304,946.67</b>

<b>Travel</b>			
	Federal Share	State Share	Total Project Costs
<b>Travel total</b>	<b>\$39,950.00</b>	<b>\$7,050.00</b>	<b>\$47,000.00</b>

<b>Supplies</b>			
	Federal Share	State Share	Total Project Costs
<b>Supplies total</b>	<b>\$36,273.24</b>	<b>\$6,401.16</b>	<b>\$42,674.40</b>

<b>Other Costs</b>			
	Federal Share	State Share	Total Project Costs
<b>Other Costs total</b>	<b>\$13,196.25</b>	<b>\$2,328.75</b>	<b>\$15,525.00</b>

<b>Total Costs</b>			
	Federal Share	State Share	Total Project Costs
<b>Subtotal for Direct Costs</b>	<b>\$1,086,468.36</b>	<b>\$191,729.71</b>	<b>\$1,278,198.07</b>
Indirect Costs	\$171,193.29	\$30,210.58	\$201,403.87
<b>Total Costs Budgeted</b>	<b>\$1,257,661.65</b>	<b>\$221,940.29</b>	<b>\$1,479,601.94</b>